

**Town of Underhill Trails Committee  
Rules of Procedure**

- A. **PURPOSE.** The Trails Committee of the Town of Underhill is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Trails Committee of the Town of Underhill ("the Committee") must be open to the public at all times, except as provided in 1 V.S.A. § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Committee so long as order is maintained. Such public comment is subject to the reasonable rules established by these Rules of Procedure.
- B. **APPLICATION.** This policy setting forth rules of procedure for Trails Committee meetings shall apply to all regular, special, and emergency meetings of the Town of Underhill Trails Committee.
- C. **PROCEDURES.**
1. The Committee shall meet the third Tuesday of every month at 7:00 pm upstairs at Underhill Town Hall.
  2. Officers of the Commission shall be Chair, Vice Chair, and Secretary to be elected annually.
  3. The chair of the Committee or in the chair's absence, the vice-chair, shall chair all Committee meetings. If both the chair and the vice-chair are absent, a member selected by the Committee shall chair the meeting.
  4. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by statute.
  5. A majority of the members of the Committee shall constitute a quorum. If a quorum of the members of the Committee is not present at a meeting, the only action that may be considered by the Committee is a motion to recess or adjourn the meeting.
  6. Should a member consistently miss meetings, the Chair shall request either member's resignation or removal from the Committee by the Selectboard. "Consistently missing meetings" shall be defined as missing half or more of the scheduled meetings in a six-month period.
  7. At the beginning of each Committee meeting, there shall be 5 minutes afforded for open public comment. By majority vote, the Committee may increase the time for open public comment and may adjust the agenda items and times accordingly.
  8. Public comment on issues discussed by the Committee if not offered during the open public comment period may be offered during the meeting with the

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permission of the chair. Such comment, if permitted, shall be limited to 3 minutes, unless by majority vote, the Committee increases the time for public comment.

9. Each Committee meeting shall have an agenda, with time allotted for each item of business to be considered by the Committee. Those who wish to be added to the meeting agenda shall contact the Committee Chair/ Vice Chair to request inclusion on the agenda. The Committee chair shall determine the final content of the agenda, write up the Agenda and be responsible for emailing the Agenda to the Town Administrator for posting.
10. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the Committee the order of items to be considered and/or the time allotted may be modified.
11. Meetings may be recessed to a time and place certain.
12. Minutes of the Committee meetings shall be kept by the Secretary and are matters of public record. A draft of the Minutes shall be available for inspection by any person after five (5) days from the date of any meeting. Drafts shall be approved "as written" or "as amended" at the start of the next Committee meeting.
13. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.
14. These rules may be amended by majority vote of the Committee, and must be readopted annually at the organizational meeting.

ADOPTED: By: Carol Butten 4.17.2012  
Trails Committee Chair, For the Committee Date  
3.26.12