Underhill VT Selectboard
Rules of Procedure

A. PURPOSE. The Selectboard 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 Selectboard of the Town of Underhill 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 Selectboard so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Selectboard. 1 V.S.A. § 312(h).

B. APPLICATION. This policy setting forth rules of procedure for Selectboard meetings shall apply to all regular, special, and emergency meetings of the Town of Underhill Selectboard.

C. PROCEDURES.

1. The Selectboard shall meet as per the attached schedule.

2. The chair of the Selectboard, or in the chair's absence, the vice-chair, shall chair all Selectboard meetings.

3. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h).

4. A majority of the members of the Selectboard shall constitute a quorum. If a quorum of the members of the Selectboard is not present at a meeting, the only action that may be considered by the Selectboard is a motion to recess or adjourn the meeting.

5. At the beginning of each Selectboard meeting, there shall be 5 minutes afforded for open public comment. By two-thirds/majority vote, the Selectboard may increase the time for open public comment and may adjust the agenda items accordingly.

6. Each Selectboard meeting shall have an agenda. Those who wish to be added to the meeting agenda shall contact the Town Administrator or Selectboard chair to request inclusion on the agenda. The Selectboard chair shall determine the final content of the agenda unless otherwise delegated.

7. All business shall be conducted in the same order as it appears on the agenda, unless by consensus the Board agrees to take item(s) out of order.

8. Public comment on issues discussed by the Selectboard, if not offered during the open public comment period, may be offered during the meeting with the permission of the chair. Such comment, if permitted, shall be limited to 3 minutes, unless by [unanimous/two thirds/majority] vote, the Selectboard increases the time for public comment.

9. Meetings may be recessed to a time and place certain.

10. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.

11. The bi weekly payroll which falls on Thursday will be approved at the next regularly scheduled Tuesday Selectboard meeting.

12. Any one Selectboard member can authorize an emergency warrant in instances where payment cannot wait until the next regularly scheduled meeting of the Selectboard. The emergency warrant will be presented to the full board at the next following regular meeting of the Selectboard.

13. The Town Clerk's Office, Underhill Flats (05489) and Underhill Center (05490) Post Offices are designated as public posting locations.

14. These rules may be amended by [unanimous/two thirds/majority] vote of the Selectboard, and must be readopted annually at the organizational meeting.

ADOPTED: _____ 3-15-16

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Signatures Date