

**TOWN OF WESTFORD  
SELECTBOARD RULES OF PROCEDURE**

**A. PURPOSE**

The Selectboard of The Town of Westford, 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 Westford must be open to the public at all times, except as provided in 1 V.S.A. § 313.

**B. APPLICATION**

This policy setting forth rules of procedure shall apply to the Selectboard of the Town of Westford, which is referred to below as "the body." These rules shall apply to all regular, special, and emergency meetings of the body.

**C. ORGANIZATION**

1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair's absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body do require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will be entertained with safe and due regard to the intent of public and fair discussion.
7. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
8. Meetings may be recessed to a time and place certain. Recesses within a meeting to accommodate "personal privilege" (bathroom breaks, collection of one's self etc.) shall be reasonably honored/promoted for members of the body and supporting staff.
9. These rules may be amended by majority vote of the body and must be readopted annually within one month of a new body member taking their place on the Select Board.

#### **D. AGENDAS**

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Those who wish to be added to the meeting agenda shall contact the Town Administrator to request inclusion on the agenda. The chair shall determine the final content of the agenda. It is to be understood that agenda timelines are for guidance only and do not necessarily restrict agenda item discussion times.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the municipal office and at the following designated public places in the municipality: town office, library and post office. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on the Town's website (<https://westfordvt.us/>). The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business, as may best serve the town's business as determined by the chair, shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body.

#### **E. MEETINGS**

1. Regular meetings shall take place on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Thursday of the month at 7:00 p.m. at the town office.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to an editor, publisher or news director, or radio station serving the area; and to any person who has requested notice of such meetings. In addition, notices shall be posted in the municipal clerk's office and at the following designated places in the municipality: library and post office.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

5. Executive sessions may be part of any meeting duly warned by the Selectboard, provided the topic to be discussed falls within the exemptions stated in 1 V.S.A. §313(a)(1) through 1 V.S.A. §313(a)(10). A motion must be made during the open portion of a meeting and must indicate the nature of the business to be discussed. The motion requires a majority vote in the affirmative to pass.

When a topic is deemed that premature general public knowledge would place the Selectboard or a person involved at a substantial disadvantage, two motions are required. The first motion is to find that discussion of a topic creates a substantial disadvantage. The second motion is to enter executive session for discussion of the topic. Both motions require a majority vote in the affirmative. The first motion requires passage in order for the second motion to occur.

Attendance in executive session is limited to the members of the Selectboard and, at its discretion, staff, legal counsel and persons who are subjects of the discussion or whose information is needed.

#### **F. PUBLIC PARTICIPATION**

1. With the exception of Executive Session, all meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express related topical opinions or other related testimony, about matters considered by the body, so long as order is maintained according to these rules.
2. At the initial discussion of each agenda item, but before any action is taken by the public body at each meeting, there may be time afforded for open public comment for items not on the agenda. The body may increase, decrease, or cease the time for open public comment and its place on the agenda.
3. Comment by the public or members of the body must be addressed to the body as a whole, and not to any individual member of the body or public.
4. Members of the public must be acknowledged by the chair before speaking.
5. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
7. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
  - a. Call the meeting to order and remind the members of the applicable rules of procedure.
  - b. Declare a recess or table the issue.
  - c. Adjourn the meeting until a time and date certain.
  - d. Call the Vermont State Police or Chittenden County Sheriff to assist with removing disorderly person(s) from the meeting.

**G. MEETING CONDUCT**

1. Treat each other respectfully as peers.
2. Refrain from interrupting others.
3. Refrain from personal conversations while there is a "public" conversation going on.
4. Reveal individual interests but work toward the common good.
5. Demonstrate mutual respect: Treat each other with dignity; be courteous; respect diversity and individuality.
6. Listen respectfully and actively for understanding. Facilitate the participation of all.
7. Set aside judgment. Be aware of tone; use non-judgmental words and actions.

Adopted this 8<sup>th</sup> day of March, 2018.

WESTFORD SELECTBOARD



Allison Hope, Chair



Julia Andrews



Grant Thomas