

TOWN OF SHAFTSBURY SELECTBOARD RULES OF PROCEDURE

A. PURPOSE. The Selectboard of the Town of Shaftsbury 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 Shaftsbury must always be open to the public, via Zoom as well as in person, except as provided in 1 V.S.A. § 313. At such meetings, the public must be afforded a 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 Shaftsbury Selectboard.

C. PROCEDURES.

1. Officers

- a. The Chair of the Selectboard, or in the Chair's absence, the vice-chair, shall chair all Selectboard meetings. If both the Chair and the Vice Chair are absent, a member selected by the Board shall chair the meeting.
- b. 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).
- c. The Chair of the Selectboard, or the acting Chair, shall be the official signature of the Board, and shall appear on all decisions authorized by the Board.
- d. The Chair of the Selectboard, or the acting Chair, shall be the primary media contact. However, other Board Members may, if contacted by the media, provide the requested information about any topics about which they are knowledgeable, except those dealing with executive session issues and those where the Board has reached a consensus to make the Chair or Vice-Chair the only media contact.
- e. The Chair, or the acting Chair, may sign warrants, prepared by the Treasurer, when Selectboard approval cannot be obtained at a regular or special meeting of the Selectboard. The Chair may exercise this authority when the need for authorization is great and there is insufficient time to call a meeting of the Selectboard. For example, the Chair may sign a warrant for work previously approved or budgeted by the Selectboard, but payment is unexpectedly demanded to begin work. For another example, the Chair may sign payroll warrants tendered for weeks the Selectboard does not meet. When the Chair signs a warrant, the Chair or the Town Administrator shall report his/her action to the Selectboard, including the reasons for signing the warrant, at the Selectboard's next meeting.

- f. A Secretary, who may or may not be a member of the Board, shall be appointed by a majority of the Board. The Secretary shall perform the following duties:
 - 1. Ensure all Board actions and proceedings are recorded.
 - 2. Preserve and keep the record of the Board's official actions, forward the record to the Web Master for posting on the town website, and submit those to the Town Clerk as appropriate public records.

2. Meetings

- a. 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.
- b. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.
- c. Toward the beginning of each Selectboard meeting, there shall be time afforded for open public comment. Public comments 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.
- d. Each Selectboard meeting shall have an agenda. Those who wish to be added to the meeting agenda shall contact the Selectboard chair or Town Administrator to request inclusion on the agenda. Proposed agenda items shall be forwarded to the chair by the close of business on Wednesday preceding the meeting. The Chair shall determine the final content of the agenda by Friday morning before every meeting. The agenda shall be made available for review on the Friday afternoon before a meeting.

(1) Agendas will be posted at the following locations:

- (a) Town Office (Clerk's office & outside bulletin board),
- (b) Shaftsbury Post Office,
- (c) North Bennington Post Office,
- (d) Town website

(2) Agendas will be electronically distributed to following individuals:

- (a) Board members,
- (b) Town Clerk,
- (c) Treasurer,
- (d) Delinquent Tax Collector
- (e) Board of Auditors,
- (f) Assessor Clerk
- (g) Trustee of Public Funds
- (h) Newspaper of record – the Bennington Banner

- (i) Town website
- (j) FPF

- e. All business shall be conducted in the same order as it appears on the agenda, except as by consensus of the Selectboard.
- f. Meetings may be recessed to a time and place certain.
- g. All members of the Selectboard shall abide by the “*General Conflict of Interest Policy*,” as adopted by the Selectboard, as well as any subsequent amendments thereto. No member of the Board who is disqualified from participation in a particular matter as the result of a real, or the appearance of, a conflict of interest, under the applicable “*General Conflict of Interest Policy*,” shall preside at a hearing or be counted by the Board in establishing the required quorum. It shall be the responsibility of the Chair of the Selectboard, to establish any conflicts of interest according the “*General Conflict of Interest Policy*,” at the beginning of every meeting. A Board Member or interested party may petition the Board to disqualify any Member because of a conflict of interest. If the Chair of the Selectboard is disqualified, the Vice Chair shall preside. In the event both the Chair of the Selectboard and the Vice Chair are disqualified or otherwise are unable to preside, a majority of the remaining Board Members shall appoint an Acting Chair of the Selectboard for the proceeding.
- h. All meetings should be conducted in the Robert Rules of Order for Small Boards format and a copy of the rules shall be present at all board meetings.

3. Annual Organizational Meeting

- a. The time and place of all regular meetings shall be decided annually at the organizational meeting. Annually, a legal notice should be placed in the paper of general circulation announcing regular meeting time and place.
- b. In order to provide better communication between Town and community officers each Selectboard Member ~~may~~ will act as a liaison. A liaison will officially communicate relevant Board actions as well as be a point of contact between the Selectboard and Town and Community officers. Liaisons will be decided annually at the organizational meeting.
- c. These rules may be amended by majority vote of the Selectboard, and must be readopted annually at the organizational meeting.
- d. The following positions will be appointed by the Select board to serve 1 year terms: Animal Control Officer, BC Regional Commissioner, Emergency Management Coordinator, Health Officer, Tree Warden.

4. EFFECTIVE DATE. This policy shall become effective immediately upon its adoption by the Selectboard, which is the 17th day of March 2025.