

## WILMINGTON SELECTBOARD RULES OF PROCEDURE

- A. PURPOSE.** The selectboard of the Town of Wilmington 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 Wilmington 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). All attendees, Selectboard and the public, are expected to exhibit courteous and respectful behavior.
- 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 Wilmington selectboard except as noted below.
- C. PROCEDURES.**
1. 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.
  2. 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).
  3. 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.
  4. At the beginning of each regular selectboard meeting, there shall be time afforded for open public comment on any issue. By majority vote, the selectboard may adjust the agenda items and times accordingly.
  5. Public comment on agenda items, if not offered during the open public comment period, may be offered during the meeting with the permission of the chair.
  6. Each selectboard meeting shall have an agenda, with time allotted for each item of business to be considered by the selectboard. Those who wish to be added to the meeting agenda shall **contact the town manager by 12:00 pm on the Monday preceding a meeting to request inclusion on the agenda.** If the town manager disagrees with a request to add an item, the Selectboard chair will make the final determination. No matters shall be discussed and decided by the Board other than as they may appear on the agenda with the exception of emergency or routine business.
  7. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the selectboard, the order of items to be considered and/or the time allotted may be modified.
  8. The chair of the selectboard may make motions and may vote on all questions before the board.
  9. There is no limit to the number of times a selectboard member can 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 not be entertained.
  10. Any selectboard member may request a roll call vote.
  11. Meetings may be recessed to a time and place certain.
  12. These rules shall be made available at all meetings.
  13. Selectboard members will meet the requirements of its "Conflict of Interest Policy"
  14. These rules may be amended by majority vote of the selectboard, and must be readopted annually at the organizational meeting.

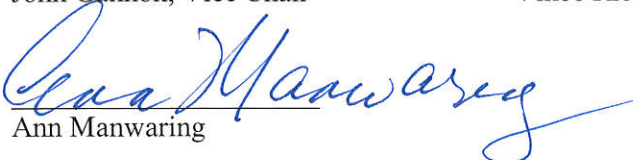
**READOPTED 03/08/2017 by WILMINGTON SELECTBOARD**

  
Thomas Fitzgerald, Chair

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John Gannon, Vice Chair

  
Vince Rice, Clerk

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Sarah Fisher

  
Ann Manwaring