

Plainfield Selectboard Rules of Procedure

I. **PURPOSE:** The Selectboard of the Town of Plainfield is required to conduct its meeting in accordance with the Vermont Open Meeting Law, 1 V.S.A. §§310-314. Meetings of the Selectboard of the Town of Plainfield 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 as long as order is maintained. Such public comment is subject to the reasonable rules established by the chair.

II. **APPLICATION:** The policy setting forth rules of procedure of selectboard meetings shall apply to all regular, special and emergency meetings of the Town of Plainfield Selectboard.

III. PROCEDURES

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

2. These rules may be amended by vote of the selectboard, and shall be re-adopted annually at the organizational meeting of the selectboard.

3. The chair of the selectboard, or in the chair's absence, the vice-chair, shall chair all selectboard meetings. However, from time to time, with the approval of the selectboard members present, another member of the selectboard may chair a meeting. The selectboard member chairing a selectboard meeting shall have the same authority as if s/he were the selectboard chair.

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

5. 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.

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 selectboard chair to request inclusion on the agenda. The selectboard chair shall determine the final content of the agenda.

7. Selectboard meetings may be recessed to a time and place certain.

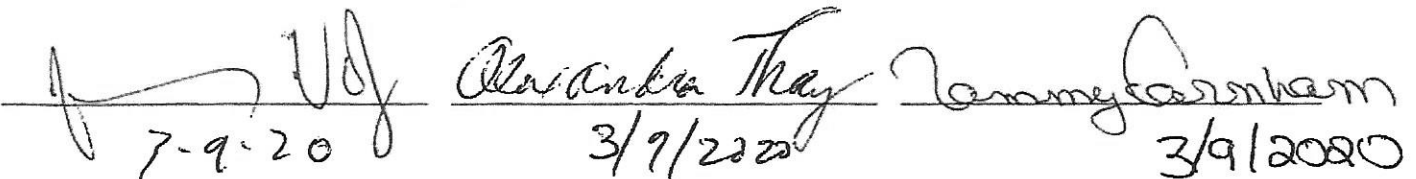
IV. PUBLIC PARTICIPATION

1. All selectboard meetings are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.

2. A ten minute period for public comment will be on each meeting agenda. By unanimous vote, the selectboard may increase the time for open public comment and may adjust the agenda items and times accordingly.

3. 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 period, if permitted, shall be limited to five minutes, unless by unanimous vote the selectboard sets a different time limit.

These Rules of Procedure were adopted by the Plainfield Selectboard on March 9, 2019.


The image shows three handwritten signatures and dates. The first signature is on the left, followed by the date "7-9-20". The second signature is in the middle, followed by the date "3/7/2020". The third signature is on the right, followed by the date "3/9/2020".