

## **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 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. Members of the public participating in a wholly or partially remote meeting shall provide their name for the meeting record prior to offering public comment or asking a question.

3. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or the public.

4. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor 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.

5. Members of the public must be acknowledged by the chair before speaking.

6. 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.

7. 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, and two minutes per person, unless by unanimous vote the selectboard sets a different time limit.

8. Participants in a meeting which is wholly or partially remote, will ask the chair/presiding officer for the opportunity to ask questions via phone, chat box, or using the Raise Hand meeting software function. Members of the public are asked to mute their phone or computer mic when not asking a question. If background noise becomes too much of a nuisance, the person running the software for the meeting may mute members of the body and attendees. At various times during the meeting when the chair asks for questions or input, members and participants will be unmuted.

9. If a member of the public has already spoken on an item, he or she may not be recognized again until others have first been given the opportunity to comment.

These Rules of Procedure were adopted by the Plainfield Selectboard on April 26, 2021.