

Town of Mendon
SELECTBOARD RULES OF PROCEDURE

- A. PURPOSE.** The Selectboard of the Town of Mendon 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 Mendon 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 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 Mendon Selectboard.
- C. PROCEDURES.**
1. The chair of the Selectboard, or in the chair's absence, the vice-chair, shall chair all Selectboard meetings.
 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. 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 Administrator to request inclusion on the agenda at least 4 days prior to the meeting. Regular Selectboard Meetings are scheduled for Monday nights at 5:30 PM. The agenda cut off time would be Thursday by noon. The Selectboard chair shall determine the final content of the agenda. Additions and deletions will be the first order of business in accordance with the Open Meeting Law.
 5. 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.
 6. Meetings may be recessed to a time and place certain.
 7. These rules shall be made available at all meetings. Procedures for public comment shall be reviewed at the beginning of meetings when necessary.
 8. These rules may be amended by majority vote of the Selectboard and must be readopted annually at the organizational meeting.

9. Effective July 1, 2024, the Open Meeting Law requires public meetings to be held in-person or hybrid in-person with remote access. All in-person meetings will be conducted with law enforcement present. Access to the public building will be limited to members of the Board, town staff and invited members of the public to distribute meeting materials prior to the meeting being called to order. The general public will have access to the meeting space once law enforcement is present and prior to the public meeting being called to order. If law enforcement becomes unavailable to attend the public meeting, the meeting will be re-warned or called to order only to conduct business to adjourn to a set date and time in the future in accordance with the Open Meeting Law. Starting 5 minutes prior to the scheduled public meeting, the Chair of the public body will keep the public informed of the reason for delay if the public building is not yet open to the public.

D. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded a reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. At each Selectboard meeting, there shall be 15 minutes afforded for open public comment. Each participant will have an opportunity to make a public comment for 2 minutes. By majority vote, the Selectboard may increase the time for open public comment and may adjust the agenda items and times accordingly.
3. At the conclusion of discussion of each agenda item, but before any action is taken by the public body at each meeting, there may be 5 minutes afforded for open public comment. Each participant will have an opportunity to make a public comment on the specific agenda item being discussed for 2 minutes. By majority vote, the body may increase the time for open public comment and its place on the agenda.
4. Comments 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 public.
5. Members of the public must be acknowledged by the chair before speaking.
6. 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.
7. 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. Order the constable to remove disorderly person(s) from the meeting.

DATED: September 9, 2024

Selectboard:

Valorie Taylor

Seth Bridge

Megan Smith