



Town of Shelburne, Vermont

CHARTERED 1763

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Shelburne Selectboard Rules of Procedure

Adopted March 8, 2022

I PURPOSE. The Selectboard of the Town of Shelburne 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 Shelburne 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).

II APPLICATION. These rules of procedure for Selectboard meetings shall apply to all regular, special, and emergency meetings of the Town of Shelburne Selectboard.

III PROCEDURES.

1. The Selectboard shall meet the second and fourth Tuesday of every month except when otherwise noted.
2. Officers of the Selectboard shall be Chair and Vice-Chair.
3. 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.
4. 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).
5. The current size of the Selectboard is five (5) members. A majority of the members of the Selectboard shall constitute a quorum, a minimum of three (3) members. 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. Should a member consistently miss meetings, the Chair shall have the discretion to request the member's resignation from the Selectboard. "Consistently missing meetings" shall be defined as missing three (3) or more of the scheduled meetings in a six-month period.
7. At the beginning of each Selectboard meeting, there shall be ten (10) minutes afforded for open public comment. By majority vote, the Selectboard may increase the time for open public comment and may adjust the agenda items and times accordingly.
8. 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 or Town Manager to request inclusion on the agenda. The Selectboard Chair shall determine the final content of the agenda. The Town Manager is responsible for posting the agenda at least forty-eight (48) hours before a regular meeting and twenty-four (24) hours before the meeting — including being posted on the town website and physically at (i) the town offices (ii) the Pierson Library (iii) the post office.

9. 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.
10. Public comment on issues not on the agenda may be discussed during the open public comment period. Those wishing to speak will be allowed three (3) minutes, unless by majority vote, the Selectboard sets a different time limit. Speakers must be acknowledged by the chair before speaking. All comments are to be directed to the board. In the event many participants wish to speak, a sign-up sheet will be required and participants may speak in the order they have signed up. A person may not speak a second time on an issue until everyone wishing to make comments has had an opportunity.
11. Public comment on agenda items shall be limited to three (3) minutes, unless by majority vote, the Selectboard sets a different time limit. Speakers must be acknowledged by the chair before speaking. All comments are to be directed to the board. In the event many participants wish to speak, a sign-up sheet will be required and participants may speak in the order they have signed up. A person may not speak a second time on an issue until everyone wishing to make comments has had an opportunity.
12. Meetings may be recessed to a time and place certain.
13. Minutes of the Selectboard meetings shall be kept by the secretary and are matters of public record. After five (5) calendar days from the date of each meeting draft minutes shall be available for inspection by any person and posted on the Town Website.
14. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location so long as the member identifies him or herself when the meeting is convened and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting must be done by roll call vote unless the vote is unanimous. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location, the following requirements shall be met:
 - a. At least 24 hours prior to the meeting or as soon as practicable prior to an emergency meeting, the body shall publically announce the meeting and post notice of the meeting in or near the municipal clerk's office, library, and post office.
 - b. Except as permitted by State statute allowing fully remote meetings and as may be deemed appropriate or necessary by the Selectboard, the public announcement and posted notice of the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body shall be physically present at each designated meeting location.
15. These rules may be amended by majority vote of the Selectboard at a duly warned meeting. These rules must be readopted annually at the organizational meeting pursuant to the Town Charter.

ADOPTED BY THE SELECTBOARD AT A REGULARLY SCHEDULED MEETING ON MARCH 8, 2022