

TOWN OF ISLE LA MOTTE
SELECT BOARD MODEL RULES OF PROCEDURE
2024 - 2025

A. PURPOSE.

The Select Board of the Town of Isle La Motte, 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 Select Board of the Town of Isle La Motte must be open to the public at all times, except as provided in 1 V.S.A. 313.

B. APPLICATION.

This policy setting forth rules of procedure shall apply to the Select Board of the Town of Isle La Motte, which is referred to below as "the body". These rules shall apply to all regular, special, and emergency meetings of the body.

C. ORGANIZATION.

1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair's absence, the vice-chair shall preside over all meetings.
2. The Board Chair has the following responsibilities and duties:
 - a. The Board Chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure. (see item #7 under Section F "Public Participation")
 - b. The Board Chair is responsible for creating and determining the content of the agenda.
 - c. The Board Chair is delegated to be the contact person for the town attorney.
 - i. Town Attorney Communication Process:
 1. The Board, as a whole, decides to contact the town attorney on a topic or question.
 2. The Board Chair brings the item to the town attorney for the town attorney to respond in writing.
 3. The Board chair reports back to the board as a whole, in a timely manner, with the town attorney's written response.
3. A majority of the members (eg: two out of three) of the body shall constitute a quorum. If a quorum of the members of the body is not present at the meeting, no meeting shall take place.
4. If a meeting date must be changed, or a special or emergency meeting must be held, then the new date and time must be a time that all members of the body are able to attend, unless a member voluntarily waives their right to participate in that meeting, and quorum is still able to be reached.
5. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly noticed meeting and such delegation is recorded in the meeting minutes.

6. Motions made by members of the body do require a second. The Board Chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a simple majority of the total membership of the body.
7. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the Board Chair. Motions to close or limit debate will be entertained.
8. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
9. Meetings may be recessed to a time and place certain.
10. These rules may be amended by a unanimous vote of the body, and must be readopted annually.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Those who wish to be added to the meeting agenda shall contact the Chair to request inclusion on the agenda. The chair shall determine the final content of the agenda.
 - a. The Chair will bring the agenda to the rest of the body no later than **noon the Friday** before scheduled meetings for review and any adjustments.
 - b. All requests of additions to agenda shall be in to the Chair no later than **noon the Monday** before scheduled meetings.
 - c. The Chair shall allow reasonable additions to the agenda by other Select Board members.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the municipal office and at the following designated public places in the municipality. Isle La Motte Post Office, Old Town Office, and Town Website (<https://islelamotte.us>), and posted on the ILM website calendar. The agenda must also be available to any person who requests such agenda prior to the meeting. 1 V.S.A. § 312(d).
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by a unanimous vote of the body.

E. MEETINGS.

1. Regular meetings shall take place on the first and third Wednesday of the month at 6:00 p.m. at the Town Office.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived: to an editor, publisher or news director, or radio station serving the area: and to any person who has requested notice of such meetings. In addition, notices shall be posted in the municipal clerk's office and at the following designated places in the municipality: Isle La Motte Post Office, Old Town Office and Town Website (<https://islelamotte.us>).
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
4. 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 themselves when the meeting is convened and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for 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.

F. PUBLIC PARTICIPATION.

1. All meetings of the body 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. Meetings of the body are to be accessible remotely by zoom and phone. The information on how to connect to remote access to the body's meetings will be included in the agenda.
3. At the beginning of discussion of each agenda item, but before any action is taken by the public body at each meeting, there may be five (5) minutes afforded for open public comment. After the public body has discussed the agenda item, there may be an additional two (2) minutes afforded for open public response. By simple majority vote, the body may increase the time for open public comment and its place on the agenda.

4. 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 public.
5. Members of the public must be acknowledged by the Chair before speaking.
6. When acknowledged, members of the public must stand near the microphone, state their name for the record, before making their comment.
7. If a member of the public has already spoken on a topic, they may not be recognized again until others have first been given the opportunity to comment.
8. 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.
9. 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 when they determine in their 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.

ADOPTED:



[Mary-Catherine Graziano \(Mar 13, 2024 15:14 EDT\)](#)

Mary-Catherine Graziano



[Cary Sandvig \(Mar 7, 2024 10:36 EST\)](#)

Cary Sandvig



[Joseph Deller \(Mar 13, 2024 15:34 EDT\)](#)

Joseph Deller

Date: 13-Mar-2024