

TOWN OF HARDWICK SELECTBOARD RULES OF PROCEDURE

- A. PURPOSE.** The Select Board of the Town of Hardwick 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 Hardwick will be open to the public at all times, except as provided in 1 V.S.A. § 313. At such meetings, the public will be afforded reasonable opportunity to give its opinion on matters considered by the Select Board so long as order is maintained. Such public comment is subject to the reasonable rules established by the Chair of the Select Board. 1 V.S.A. § 312(h).
- B. APPLICATION.** This policy setting forth rules of procedure for Select Board meetings shall apply to all regular, special, and emergency meetings of the Town of Hardwick Select Board.
- C. PROCEDURES.**
1. The Chair of the Select Board, or in the chair's absence, the Vice-Chair, shall chair all Select Board meetings. If both the chair and the vice-chair are absent, a member selected by the board shall chair the meeting.
 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), in conjunction with Roberts Rules of Order. The Vice-Chair of the Select Board will be the parliamentarian for all meetings.
 3. A majority of the members of the Select Board shall constitute a quorum. If a quorum of the members of the Select Board is not present at a meeting, the only action that may be considered by the Select Board is a motion to recess or adjourn the meeting.
 4. At the beginning of each Select Board meeting, there shall be ten (10) minutes afforded for open public comment for any issues not on the agenda. By majority vote, the Select Board may increase the time for open public comment and may adjust the agenda items and times accordingly.
 5. Public comment on issues discussed by the Select Board may be offered during the meeting with the permission of the chair. Such comment, if permitted, shall be limited to two (2) minutes, unless by majority vote, the Select Board increases the time for public comment.
 6. Each Select Board meeting shall have an agenda, with time allotted for each item of business to be considered by the Select Board. Those who wish to be added to the meeting agenda shall contact the [Town Manager/Select Board Chair] to request inclusion on the agenda no later than Friday prior to the next scheduled Select Board meeting. The Select Board Chair shall determine the final content of the agenda.
 7. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the Select Board, the order of items to be considered and/or the time allotted may be modified.

8. Motions made by board members require a second. The Chair of the Select Board may make motions and may vote on all questions before the board.
9. There is no limit to the number of times a Select Board member can speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will not be entertained unless by majority vote of the board.
10. Any Select Board member may request a roll call vote.
11. Meetings may be recessed to a time and place certain.
12. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.
13. These rules may be amended by majority vote of the Select Board, and must be readopted annually at the organizational meeting.

ADOPTED:

Katherine Geminense

Dan Hah

Shari Arnold

Mark Sells

[Signature]

Signatures

April 5, 2012

Date