

TOWN OF MONKTON
SELECTBOARD
RULES AND PROCEDURES

A. PURPOSE

The Selectboard of Monkton 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 Monkton must be open to the public at all times, except as provided in 1 V.S.A. § 313, executive session. A "meeting" is defined as a gathering of a quorum (majority) of the members of a public body for the purpose of discussing the business of the public body or for the purpose of taking action. The purpose of these meetings is to conduct the business of the public body efficiently and effectively, while still allowing a reasonable opportunity for public comment.

B. APPLICATION.

This policy setting forth rules of procedure shall apply to the Selectboard of Monkton, 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. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
2. The 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.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. 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.
5. Motions made by members of the body require a second. The 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 majority of the total membership of the body.

6. 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.

7. Meetings of the body may be recessed (i.e., a brief break), or adjourned (i.e., postponed) and continued at a later date, time, and place certain. A motion stating the time and place that a meeting is either recessed or adjourned to must be made in public before the meeting is recessed or adjourned and such motion recorded in the meeting minutes.

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 or Town Administrator to request inclusion on the agenda, preferably at least 48 hours before a regular meeting. The Chair shall determine the final content of the agenda.

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: Town Offices,, Public Bulletin Board outside of Town Offices, and inside the Post Office.. 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 on <http://monktonvt.com>.. The agenda must also be made available to any person who requests an agenda prior to the meeting.

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 majority vote of the body.

E. MEETINGS

1. Regular meetings shall take place on 2nd and 4th Tuesdays at 7pm of the month at the Town Offices at 92 Monkton Ridge Road, Monkton, Vermont.

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 the website, 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: Town Offices, Public Bulletin Board outside of Town Offices, and inside Post Office.

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 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 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 a 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 must be acknowledged by the chair before speaking.

3. 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.

4. 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.

5. Public comment under other business is limited to the business of the body (i.e., the public body's governmental functions, including any matter over which the body has supervision, control, jurisdiction, or advisory power).

6. Members of the body and members of the public shall follow 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 they determines in their sole

discretion that deviation from the process is warranted:

- A. Call the meeting to order and remind the members of the rules of procedure.
- B. Declare a recess or table the issue.
- C. Adjourn the meeting until a time and date certain.

G. MEETING MINUTES

1. Minutes must be taken of every meeting of the body.
2. Minutes must give a "true indication of the business of the meeting." Minutes shall include at least the following minimal information:
 - A. All members of the public body present
 - B. All other active participants in the meeting
 - C. All motions, proposals, and resolutions made, offered, and considered, and what disposition is made of same
 - D. The results of any votes, with a record of the individual vote of each member if a roll call is taken.
3. Draft minutes must be available for inspection five calendar days after the meeting.
4. Minutes can be amended by a majority vote of the body

ADOPTED: July 8, 2025

/s/ Jessica Demeritt
Jessica Demeritt, Chair

/s/ Walter Crandall
Walter Crandall, Vice Chair

/s/ Joe Szareiko
Joe Szarejko

/s/ Sam Peisch
Sam Peisch, Secretary

/s/ John Dunham
John Dunham