

**Town of Norwich Selectboard
Rules for Conduct of Regular and Special Meetings**

Whereas, the Selectboard is the governing body of the Town; and
Whereas, the Selectboard is charged by law with the general supervision of the affairs of the Town; and
Whereas, the Selectboard is required by law to make decisions in public, unless statutorily exempted;
and Whereas, the public is entitled to a reasonable opportunity to express its opinion on matters
considered by the Selectboard so long as order is maintained; and
Whereas, the Open Meeting Law provides that public comment shall be subject to reasonable rules
established by the Chair; the Norwich Selectboard hereby adopts the following rules and procedures:

1. Meetings shall be chaired by the Chair of the Selectboard, duly elected at the Selectboard's organizational meeting, or in his or her absence, by the Vice-Chair. In the absence of both the Chair and the Vice-Chair, the meeting shall be chaired by a chair pro tempore, to be selected by the Selectboard.
2. A majority of the Selectboard shall constitute a quorum. Absent a quorum the only action, which may be considered, is a motion for a recess or adjournment.
3. At each meeting, there shall be reasonable time reserved for public comment concerning items not on the agenda.
4. Each meeting shall have an agenda:
 - 4.1. Board members and the town manager may propose agenda items at a prior meeting or by email.
 - 4.2. Members should submit supporting information for inclusion in the packet by 9 am three business days before a meeting, where practical.
 - 4.3. The Chair finalizes the order of the agenda by noon three business days before a meeting, when practical.
 - 4.4. Changes may be made by consensus or by a vote of the Board at the beginning of regular meetings.
 - 4.5. Material introduced after the packet has been finalized shall be included in a subsequent packet for the record.
 - 4.6. Appointments and hearings may be allotted specific times.
 - 4.7. The Selectboard may invite members of the public, other local officials, or those who have business with the Town to join them at a regular or special meeting.
 - 4.8. Those who wish to be added to the agenda shall contact the Town Manager in advance to arrange for a time to be approved by a majority of the board.
 - 4.9. At special meetings, only those items on the agenda may be discussed.
5. All business shall be conducted in the same order as it may appear on the agenda, except that by majority consent, the Chair may alter the order of items to be considered and/or the time allotted.
6. Public comment on issues discussed by the Selectboard may be offered during the meeting with the permission of the Chair. The Selectboard shall apply consistent time limits to all whom they recognize to speak.
7. The Chair shall rule on all questions of order or procedure. A majority of the board may overrule the chair as a point of order.
8. Meetings may be recessed to a time and place certain.
9. The Chair shall enforce these rules as required by 1 V.S.A. § 312(h).

10. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings. It shall be the responsibility of individual Selectboard members to provide written revisions of draft condensed Selectboard minutes to the Town Manager's Office by close of business on the day before the meeting in which those minutes are expected to be approved. These revisions will be copied and distributed to Selectboard members for the meeting.
11. These rules may be amended by majority vote of the Selectboard, and such rules must be adopted annually at the organizational meeting.

ADOPTED by the Norwich Selectboard on March 13, 2019.

Selectboard Chair

Effective Date: March 13, 2019