

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

**Whereas**, the Selectboard is the governing body of the Town;

**Whereas**, the Selectboard is charged by law with the general supervision of the affairs of the Town;

**Whereas**, the Selectboard is required by law to make decisions in public, unless statutorily exempted;

**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, subject to the approval of two other members.
  - 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. When material relative to items on the posted agenda is submitted to the Selectboard or Town Manager after the packet has been posted, and deemed by the Selectboard Chair or Town Manager as significantly material to the consideration of the agenda item, every effort will be made to include the material in an addendum packet for that meeting and it shall be marked as "Addenda" and dated, to clearly indicate the addition. Additional materials relative to an agenda item, including items not included in the Addenda, received via email or standard mail or introduced at a Selectboard meeting, and accepted into the record, shall be included in the next packet and identified as information received at the previous meeting. Every effort will be made to avoid the introduction of material relevant to agenda items

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outside of the above mentioned process. Any material submitted by Board members or the Town Manager after an addended packet has been posted will be included in the next meeting packet.

- 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 Selectboard March 24, 2021

**Roger Arnold**

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Roger Arnold, Chair

**Marcia S Calloway**

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Marcia Calloway

**Mary Layton**

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Mary Layton, Vice-Chair

**Robert Gere**

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Robert Gere

**Claudette Brochu**

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Claudette Brochu

**Signature:** Roger Arnold  
Roger Arnold (Mar 26, 2021 16:39 EDT)  
**Email:** rogerarnoldvt@gmail.com

**Signature:** Claudette Brochu  
Claudette Brochu (Mar 26, 2021 20:47 EDT)  
**Email:** cbrochu30@gmail.com

**Signature:** Robert Gere  
Robert Gere (Mar 26, 2021 16:07 EDT)  
**Email:** rgere@mac.com

**Signature:** Mary Layton  
Mary Layton (Mar 26, 2021 16:29 EDT)  
**Email:** marydlayton@gmail.com

**Signature:** Marcia S. Calloway  
Marcia S. Calloway (Mar 30, 2021 17:31 EDT)  
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# SB Rules of Conduct - 2021


Final Audit Report


2021-03-30


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