

Town of Warren Selectboard Rules of Procedure

A. PURPOSE: The selectboard of the Town of Warren 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 the Town of Warren must be open to the public at all times, except as provided in 1 V.S.A § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the selectboard as long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the selectboard. 1 V.S.A § 312 (h).

B. APPLICATION: This policy setting forth rules of procedure for selectboard meetings shall apply to all regular, special and emergency meetings of the Warren selectboard.

C: PROCEDURES:

1. The chair of the selectboard, or in the chair's absence, the selectboard vice chair, shall chair all selectboard 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).
3. A majority of the members of the selectboard shall constitute a quorum. If a quorum of the members of the selectboard is not present at a meeting, the only action that may be considered by the selectboard is a motion to recess or adjourn the meeting.
4. Each selectboard meeting shall include an agenda item for open public comment. Open public comment is a time for the selectboard to hear from the public regarding any matters under the jurisdiction of the selectboard that are not specifically addressed on the meeting agenda. It is expected that the public will abide by the following principles when making public comment:
 - a. Focus on an issue, situation, or behavior, not on a person (i.e., no personal attacks)
 - b. Speak respectfully.
 - c. Refrain from using profanity or other vulgar language.
 - d. Maintain a civil tone.
5. Public comment on issues discussed by the selectboard, if not offered during the open public comment period, may be offered during the meeting with the permission of the chair.
6. Each selectboard meeting shall have an agenda that identifies each item of business to be considered by the selectboard. Those who wish to be added to the meeting agenda shall contact the Town Administrator at least 7 (seven) days prior to the meeting date to request inclusion on the agenda. The selectboard 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 selectboard, the order of items to be considered may be modified.


8. Motions made by the board members require a second. The chair of the selectboard may make motions and may vote on all questions before the board.
9. Meetings maybe recessed to a time and place certain.
10. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of the public comment item on the agenda.
11. These rules may be amended by the majority vote of the selectboard and must be readopted annually at the organization meeting.

Adopted by the Legislative Body on 24th day of MAY 2022

Legislative Body:



Luke Youmell



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