



RULES OF PROCEDURE FOR PUTNEY SELECTBOARD

PURPOSE. The Selectboard of Putney, is required by law to conduct its meetings following the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard of Putney must always be open to the public, except as provided in 1 V.S.A. § 313.

APPLICATION. This policy setting forth rules of procedure shall apply to the Selectboard of Putney, referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.

ORGANIZATION.

1. The body shall annually elect a chair a vice-chair, and a clerk The chair of the body or, in the chair’s absence, the vice-chair shall preside over all meetings. The clerk will be responsible for taking minutes if needed, and sign the approved minutes. If both the chair and the vice-chair are absent, the clerk 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 do 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. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion only after being recognized by the chair. Motions to close or limit debate will not be entertained.
7. 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.
8. Meetings may be recessed to a time and place certain.
9. These rules may be amended by majority vote of the body and must be readopted annually.

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. Selectboard members and Chairs of Committees, Commissions and Boards must submit their agenda items to the Town Manager by 5pm on Wednesday the week before a meeting. Late submission will be considered only if they are time-sensitive. The chair shall determine the final content of the agenda. The public may petition the Selectboard during “Public Comment on Items Not on the Agenda” to be added to a future agenda. A majority vote of the Selectboard is required to place petitioned items on a future 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: Putney Town Hall, Putney Public Library and the Putney 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 www.putneyvt.org. The agenda must also be made available to any person who requests such 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.

MEETINGS.

1. Regular meetings shall take place every other Wednesday of the month at 5:30 p.m. at Town Hall, 127 Main Street, Putney. A remote option shall be provided in tandem with the physical location by which both public and Selectboard members may attend. These meetings shall be known as “hybrid meetings.”
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; and to any person who has requested notice of such meetings. In addition, notices shall be posted in designated places in the municipality: Putney Town Hall, Putney Public Library, Putney Post Office, and the town website www.putneyvt.org. Depending on the reason for the special meeting, there may or may not be a remote option or recordings of the meeting.
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. Depending on the reason for the emergency meeting, there may or may not be a remote option or recordings of the meeting.
4. Members of the body shall strive to attend all meetings in person. However, members may attend remotely when health or other circumstances warrant. 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.

5. Members of the public may also attend remotely, provided they provide their full names when asked by the Chair. “Chat” or other texting application shall not be utilized and will be disabled if that option exists. Members of the public may address the body when acknowledged by the chair. All rules applicable to members of the public physically present shall apply to members of the public attending remotely.
6. The Town of Putney shall strive to provide a stable and consistent remote access option. Technical issues resulting in unreliable access will not automatically result in a continuance of a warned meeting, however, the body may elect to continue the meeting to a later date and time certain to allow the public to attend.

PUBLIC PARTICIPATION.


1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. There shall be a time for public comment for items not on the agenda at the beginning of every meeting.
3. At the conclusion of discussion of each agenda item, but before any action is taken by the public body at each meeting, there may be 10 minutes afforded for open public comment. By majority vote, the body may increase the time for open public comment and its place on the agenda.
4. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
5. Members of the public must be acknowledged by the chair before speaking.
6. 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. If there are members of the public attending both remotely and physically, the Chair shall alternate between platforms.
7. 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.
8. Members of the body and members of the public shall obey 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 he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.

- c. Adjourn the meeting until a time and date certain.
- d. Order the Windham County Sheriff Officer or the Vermont State Police to remove disorderly person(s) from the meeting.
- e. Mute or disconnect a disorderly person attending remotely.

ADOPTED by the Putney Selectboard on this day July 12, 2023:



Aileen Chute, Chair




Peg Alden, Vice Chair



Charles Raubicheck, Clerk

Eric McGowan, Member



Nate Snell, Member