



**TOWN OF HARTFORD
SELECTBOARD AGENDA
SPECIAL MEETING**

Tuesday, June 4, 2024, 5:30pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001
Room 1

This meeting will be conducted in person at Town Hall
The meeting will also be available on Zoom <https://zoom.us/j/549799933> - Please mute your microphone. [youtube.com/catv810](https://www.youtube.com/catv810)
– click “live now”. If you are calling in from phone dial:
(415) 762-9988 Type in the Room ID: 549-799-933 followed by # Press # a second time and
Press *9 to raise your hand for public comment

This Special Meeting of the Selectboard will be conducted in person at Town Hall

- I. Call to Order the Special Selectboard Meeting (5:30)**
- II. Pledge of Allegiance (5:31)**
- III. Order of Agenda (5:33)**
- IV. Selectboard**
 - 1. Public Comment (5:34)**
 - 2. Selectboard Comments (5:40)**
 - 3. Continued Discussion and Consider Adoption of Flagpole Banner Policy (5:45)**
 - 4. Discuss and Adopt Selectboard Rules of Procedure (6:15)**
 - 5. Discuss and Adopt Selectboard Code of Conduct (6:30)**
- V. Adjourn the Special Selectboard Meeting (6:45)**

All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Town Lightpole Policy

Date: May 2, 2024

Background

A group working to honor Hartford veterans and other “hometown heroes” has been working on a project intended to honor such current and former Hartford residents with banners to be flown on Town lightpoles. Proposals to hang banners on Town lightpoles have come before the Town’s Selectboard quite rarely. Therefore, discussions have been ongoing regarding what sort of policy the Selectboard might want to adopt to govern this and future similar proposals, much as the Town adopted a flagpole policy to govern the process for third-party requests to hang flags on the Town Hall flagpole.

Discussion

The Town has drafted a lightpole Policy, as reported to the full Selectboard at its meeting of April 16, 2024. Several members of Town staff have been asked to evaluate this draft policy and they have generated some comments, which have previously been distributed. The attached draft policy was revised by the Town Manager based on discussions at the April 30 Selectboard meeting.

This revised draft leaves open the questions of (a) the duration banners may be hung; (b) where they may be hung; and (c) how many may be hung within a specified Village(s).

I have revised the dimensions of acceptable banners to allow some flexibility and to work within standardized banner dimensions.

I have also drafted/revised an Application form and a waiver of liability to protect the Town if an organization wishes to hang/remove banners itself.

Thank you.

Attachments



Hartford

Vermont

Effective Date: 00/00/2024

Approved: 00/00/2024

Last Revised: 00/00/0024

Expiration: 00/00/0000

Owner: Selectboard

Policy Area: Department of Parks & Rec

Hartford Lightpole Banner Policy

POLICY STATEMENT

The Town of Hartford reserves the right to use lightpoles within its rights-of-way to hang its own content-neutral banners or no banners at all. The placing of banners on Town lightpoles by third parties is a privilege extended as a courtesy. All third-party requests to fly banners shall be reviewed and approved by the Town Selectboard, based upon a finding that such proposed banners represent or promote local, not-for-profit or cultural civic organizations, events or activities of particular interest or benefit to the greater Hartford community. Banners shall not be used for commercial advertising or to advertise or promote political candidates, parties or issues. The Hartford Selectboard shall have the authority to refuse the hanging of banners which do not benefit the community at large and/or which do not meet specifications set forth below.

PURPOSE

The purpose of this policy is to provide guidance regarding third-party requests to hang banners on lightpoles located within the public rights-of-way within the Town of Hartford.

PROCEDURE

Submissions of requests should be provided to the Hartford Town Manager on an application containing the following information:

1. Organization name and a short narrative regarding why it would like the banners displayed.
2. Description and date of event (if applicable).
3. Copy or drawing of proposed banner.
4. Time period the Organization would like the banner to be displayed (maximum [redacted] days).
5. Specification as to how many banners are to be hung and in which locations/Village(s).
6. Completed applications can be emailed to JHaverstock@hartford-vt.org or mailed/delivered to John Haverstock, 171 Bridge Street, White River Junction, VT 05001. Please include contact information for the responsible representative for the applicant organization.

Once approval has been issued by the Selectboard:

1. Lightpole banners shall not exceed a standard size of approximately 24" x 48" and are installed either by Town staff (for a fee of \$30.00 per banner) or by the third-party applicant organization itself, after the Town's Selectboard has approved the proposal and the Town has received the organization's waiver of liability, if applicable. The applicant organization shall be responsible for using existing brackets, rods and other hardware and/or provide their own such materials for installation.
2. A maximum of [redacted] lightpoles may be used for display of banners per application within each specified Village.
3. Unclaimed banners will be removed and disposed of by Hartford Town Staff after five days from the Town permit's expiration.

Lightpole Banner Specifications:

1. No commercial advertisement of any kind on banners (including sponsor logos) is permitted.
2. Banner size is approximately 24" wide x 48" long. Banners slide onto 1" rods at top and bottom of

banner.

3. A maximum of [REDACTED] lightpoles per specified Village(s) may be used for display of banners per application.
4. Banners may be displayed for a maximum of [REDACTED] days at a time, with a banner not eligible for flying any longer than a total of [REDACTED] days within a calendar year.
5. Banners are to be installed either by Town staff or by the approved third-party applicant organization, but only after Selectboard approval of the application and the Town's receipt of the applicant organization's waiver of liability, protecting the Town, if applicable. The permit application can be found on the Town website www.hartford-vt.org.

REFERENCE

Attachments:

Permit Application
Waiver of Liability

Approval Signatures

Approver	
Name of person, Title of Person	Date Signed
Name of person, Title of Person	Date Signed



**TOWN OF HARTFORD
APPLICATION TO INSTALL BANNERS
IN THE PUBLIC RIGHT-OF-WAY**

Organization Name: _____

Mailing Address: _____

Contact Person: _____

Phone: _____ Email: _____

Location Of Banner Poles: _____

Could add check boxes for known street/banner locations

Dates Banners will be hung: ____/____/____ Date removed: ____/____/____
____/____/____ ____/____/____

Organization/Responsible Person hanging the Banners: _____

Phone: _____ Email: _____

Equipment to be used to hang/remove Banners: _____

I undersigned, understand that it is my responsibility to:

- Contact DPW before hanging or removing Banners.
- Maintain a safe travel path for vehicles/bikes and pedestrians.
- Maintain the Banners in a safe manner.
- Remove the improvement if it is determined to be a public safety hazard or hindrance to highway maintenance activities.
- The Town of Hartford is not responsible for damage to a banner if caused by the Town during the removal of a Banner for public safety or other maintenance reasons.

Signature: _____ Date: ____/____/____

FOR OFFICIAL USE ONLY

Application Reviewed by: _____ Date: ____/____/____

Selectboard Decision: Approved _____ Denied _____ Approved with Modifications _____

Reason Denied: _____

Approved with Modifications: _____

Volunteer Service Agreement

Municipality Name: _____

Municipal contact in charge of volunteer: _____

Scope and duration of volunteer work or services (to be specified by municipality):

Volunteer Acknowledgement

I, _____, affirm my desire to provide uncompensated volunteer services to the Town of Hartford as such services are described above.

In performing the specified volunteer service, I acknowledge that:

- I am 18 years of age or older and know of no reason, medical or otherwise, which would prevent me from safely performing the tasks that are required by the above scope of work;
- I have acquainted myself with what is required to perform those tasks, and I represent that I have the skill and ability to perform them;
- I assume full responsibility for my own safety and agree to hold the Town of Hartford harmless for any injury to me or damage to my property, except where such injury or damage results from the negligence of the municipality or its employees;
- I am a volunteer worker and therefore am not covered by the Town's workers' compensation policy;
- I will perform the volunteer service in compliance with any and all standards and specifications established by the Town of Hartford and further agree to use any personal protective equipment (if any is required) in accordance with guidance from the Town.

Volunteer: _____

Date: _____

Address: _____

Phone: _____

Email: _____

Attest: _____

Date: _____

(municipal representative)

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Selectboard Rules of Procedure

Date: April 25, 2024

Background

During my brief tenure as Town Manager, there have been several views expressed from Selectboard members regarding the adequacy of Selectboard Rules of Procedure, adopted in 2019, and whether they are being observed. On March 27, 2024, Dominic Cloud presided over a Selectboard workshop focused on how the Selectboard could conduct more efficient and effective meetings and he generated materials he recommended that the Selectboard consider adopting as new Rules of Procedure. This packet also contains a VLCT model set of Selectboard Rules of Procedure.

Discussion

Town staff stand ready to commit to writing any Rules of Procedure which the Selectboard chooses to adopt. The Selectboard will, of course, want to consider the fate of any provisions of the current Rules of Procedure which are not reflected in any new Rules of Procedure.

Thank you.

Attachments

Hartford Selectboard Rules of Procedure

May 7, 2019

The purpose of this document is to provide guidelines and protocols for Selectboard members. This document is intended to be reviewed each year at the annual board Organizational Meeting. These rules may be amended at any regularly scheduled Selectboard meeting with the affirmative vote of at least 5 of members. Vermont Statutes Annotated, especially the Vermont Open Meeting Law (1 VSA 310-314) and the Town of Hartford Charter (24 VSA 123A) are the governing documents for the Selectboard. Except where contravened explicitly by VSA or this document, all Selectboard meetings shall be conducted according to the most recent revision of Robert's Rules of Order as needed to maintain proper decorum, with attention paid to procedures appropriate for small groups.

General Duties and Goals of the Hartford Selectboard

1. To set and monitor the strategic direction of the Town of Hartford, Vermont, and to communicate this direction to the Town Manager.
2. To establish a proposed annual operating budget for the Town of Hartford and to submit this budget and municipal bonds to be brought to a vote in the general election.
3. To hire, evaluate, and manage the Town Manager.
4. To review and monitor its own conduct, performance, and operating procedure.
5. To represent the town at town functions.
6. To develop familiarity with state and municipal statutes that legally describe the roles and obligations of Selectboard members, constrain the board's purview, and obligate its actions.
7. To process the business that comes before it in an efficient, open, and understandable manner that builds public confidence in the decisions reached by the board.
8. To maintain cordial and cooperative relations with their fellow board members, town employees, and fellow Hartford residents.

Selectboard Officers; Organizational Meeting

Within 48 hours of the results of Town Meeting voting being announced, the Selectboard shall hold an Organizational Meeting to seat new members and elect the offices of Chair, Vice Chair, and Clerk. Newly elected members are responsible for taking the Oath of Office,

administered by the Town Clerk (or any other official empowered to swear in the newly elected Selectboard members) in advance of this meeting or else arranging for the Town Clerk to be present at the meeting to do so.

To effect this policy, the Selectboard shall set a date and time for this Organizational Meeting at the same time that it warns the Town Meeting Elections. Typically this will be the Thursday evening following the Tuesday Election. In the case of a Special Town Meeting being called under the provisions of the Charter, the second day after the special election would be the date. In the event of a recount, the Organizational Meeting will take place after the recount has concluded and a duly elected board is formed.

The Organizational Meeting shall be called to order by the incumbent Chair or Vice Chair or Clerk or most senior incumbent member, in that order of priority. The Town Clerk shall give the Oath of Office to any new members not already sworn in. Once this is completed, the presiding officer shall call for the election of a new Chair.

Upon the election of a new Chair (or full slate of officers, if all three positions were moved together), the newly elected Chair shall preside for the remainder of the business of the Selectboard's Organizational Meeting, including the election of Vice Chair and Clerk as needed and discussion of this document (Hartford Selectboard Rule of Procedure). At any duly warned meeting of the Selectboard after the adjournment of the Organizational Meeting, the affirmative vote of four (4) Selectboard members shall be required to initiate a reorganization of the board and open the floor for the election of new officers.

Selectboard Member Responsibilities and Expectations

1. Each Selectboard member is expected to have reviewed the information packet provided by the Town Manager before the meeting. If a member plans to offer a motion, that motion may be written and distributed in advance.
2. Members shall provide any information and ask any questions they feel are necessary to perform their duties.
3. Members are encouraged to have a working knowledge of Robert's Rules of Order, Newly Revised, Board policies and procedures, and the Town Charter.
4. There is generally no limit to the number of times a member can speak to a question. However, members should obtain the floor by being recognized by the Chair before making motions or speaking, so long as such formalities do not significantly detract from the natural flow of a productive discussion. Any member may request to regain the floor if they did not relinquish it or have it formally removed.
5. Members shall respect the right of the Chair to control the tone and pace of each discussion and to call for a motion to be made.
6. Members may contact the Town Manager for any information that is necessary to perform their duties, recognizing that employees report to the Town Manager, not the Selectboard. Selectboard members shall recognize the Town Manager's authority to manage Town employees; members shall not separately engage in the direct management or supervision of Town employees, nor make requests of Town employees without prior consent of the Town Manager.

7. Selectboard members shall not directly contact the Town's attorney without the prior authorization of the Chair and Town Manager.
8. Each Selectboard member shall recognize that it is the responsibility of the Town Manager and the Selectboard Chair to speak for and on behalf of the Town. Any member may speak on behalf of the town on a specific subject as long as they receive prior permission from the Chair.
9. As described in Robert's Rules, any Chair decision, including those described in this document, may be overridden by majority of the Board present.
10. Each Selectboard member has the right to speak on their own behalf as long as they clearly identify that they are speaking for themselves and not the town, including but not limited to: responding to press inquiries, engaging in dialog with citizens, posting on the town listserv or social media sites, publishing opinion pieces, or blogging.

Selectboard Chair, Additional Responsibilities

The role of Selectboard Chair is critical to the successful operation of the Selectboard in that they must provide the leadership to keep the Selectboard on track while building the necessary consensus to ensure it is the Selectboard, not the Chair alone, that is making the necessary decisions. As such:

1. Voting by unanimous consent is encouraged when the Chair expects no significant debate, provided that members are given clear and sufficient opportunity to object or call for discussion, and that what is being voted on is stated in clear terms. Otherwise, motions made but not seconded will not be entertained.
2. The Chair need not restate a motion unless clarification is needed.
3. The Chair may speak in discussion, can make motions for voting by unanimous consent or on request of the board, usually votes on all questions, and casts the last vote.
4. The Chair is the primary interface to the Town Manager. Provide written reports of communication with the Town Manager and vice versa within a week of their occurrence and immediately in time-critical situations.
5. Along with the Town Manager, the Chair is the primary interface in providing information to the public on behalf of the Town, and in particular to represent the Town in stating settled Town positions to the media. In circumstances where no final decision has been reached the Chair shall operate under the rules of Selectboard member interaction with the press and public.
6. The Chair shall set the agenda for any meeting of the Selectboard using a collaborative process that ensures participation in the development of the agenda by all members of the board.
7. The Chair shall bring each meeting to order at the appropriate time, call the roll, and ensure that a quorum exists so that the Town's business may be done. If a quorum does not exist within a reasonable amount of time, postpone the meeting to a future date no later than the next scheduled Selectboard meeting.

8. The Chair shall be in control of each meeting and set a respectful meeting tone and appropriate decorum. Ensure that the meetings are run professionally and that all participants behave civilly with no personal attacks.
9. The Chair is the official head of the Town for all ceremonial purposes or appoint a substitute.
10. The Chair shall disseminate relevant information to other Selectboard members either directly or by delegation to the Vice Chair or Town Manager.
11. The Chair has signatory authority on behalf of the Selectboard for accounts payable, vendor manifests, and other financial documents if and only if a quorum is not available. In the event that this signatory authority is exercised by the Chair, board approval shall be sought at the next meeting of the board.
12. The Chair has the authorization to contact the Town's attorney to conduct Town business.
13. **The Chair will only call an emergency meeting when specifically authorized by the open meeting law and upon review of any other relevant state laws that may include more specific restrictions.**

Selectboard Vice Chair, Additional Responsibilities

The role of the Vice Chair is to perform the duties of the Chair whenever the Chair is indisposed.

Selectboard Clerk, Additional Responsibilities

The role of the Clerk is to see to it that minutes of Selectboard meetings are taken and subsequently brought to the board for approval. Such minutes shall comply with Vermont Statute and shall, at a minimum, record when meetings begin and adjourn, when Executive sessions begin and adjourn, when members arrive and depart (if different from the full meeting length), what motions are made and seconded and by whom, and the roll call of any votes taken. It is generally understood that staff will record the minutes and failing that, the Clerk will do so.

Meeting Attendance

1. Selectboard members are expected to be in the chamber and ready to be seated at the start of the meeting. The Chair shall announce any known late arrivals during roll call.
2. Should a Selectboard member find they are unexpectedly unable to be at a meeting at the scheduled time of the meeting, they will immediately notify (preferably by phone) the Chair, Vice Chair, or Town Manager of the delay and anticipated time of arrival or an inability to attend. Voice mail is not considered notification.

Meeting Compensation

Selectboard members shall be compensated for meetings and travel as set by the voters at the annual Town Meeting.

Members will be paid for any duly warned meeting of the Selectboard, including emergency sessions, and for any meetings attended as a board liaison or delegate.

With prior approval from the Board, members shall also be compensated for attending off-site seminars and workshops such as trainings from the Vermont League of Cities and Towns.

Liaison Assignments

Selectboard shall assign liaisons from willing members to the Town boards and commissions, and the School Board, such that every board and commission has a Selectboard liaison. Liaisons are encouraged but not required to attend the meetings of these boards and commissions; if regular attendance is not possible, the liaison should be in regular contact with the Chair of the board or commission.

Generally speaking, the role of the Selectboard liaison is to be a conduit for information, helping coordinate the activities of the various boards and commissions with the Selectboard, not an active or voting participant in the work of those boards and commissions.

Public Participation

All meetings of the Board 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.

1. Near the beginning of the meeting, citizens may have an opportunity to make general comments, with the expectation that each speaker will not exceed 5 minutes.
2. At the conclusion of discussion of each agenda item, but before any action is taken by the Board at each meeting, there may be time afforded for open public comment. This opportunity is at the discretion of the Chair and the Board.
3. By majority vote, the Board may increase the time for public comment and its place on the agenda, or end the comment period of an individual or entirely.
4. Comment by the public or members of the Board must be addressed to the Chair or to the Board as a whole, and not to any individual member of the Board 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, they may not be recognized again until others have first been given the opportunity to comment.

7. Order and decorum shall be observed by all persons present at the meeting. Neither members of the Board, 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 Board and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
8. Members of the Board and members of the public shall comply with 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 determine in their 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. Request that disorderly person(s) be removed from the meeting.

Departing Member Recognition

When a member has served at least one full term and leaves the Selectboard, whether by reaching the end of a term and not seeking re-election, not being re-elected, or via resignation, the outgoing member shall be presented with an engraved plaque. If the member served as Chair at any time during at least one full term, they shall also be presented with a gavel.

Dominic's Procedure

Town of Hartford
Draft Rules of Procedure
For Consideration and Discussion, March 27, 2024
Dominic Cloud, Vermont League of Cities and Towns

Selectboard Rules of Procedure

PURPOSE. The Hartford Selectboard is required by law to conduct its meetings following the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Selectboard meetings must always be open to the public, except as provided in 1 V.S.A. § 313 for executive session. The purpose of these meetings is to conduct the business of the Town efficiently and effectively, while still allowing a reasonable opportunity for public comment.

APPLICATION. This policy setting forth rules of procedure applies to the Selectboard. These rules apply to all regular, special, and emergency meetings of the body. The Selectboard adopts these rules to further its significant interest in conducting its meetings in an efficient and orderly fashion. To this end, the following rules are established for the conduct of all persons, including board members, staff members, and members of the public attending the body's meeting.

ORGANIZATION.

1. The body must annually elect a chair and a vice-chair, who will serve until the body's next annual meeting, unless otherwise removed. Vacancies in the offices of chair or vice-chair will be filled by majority vote of the body.
2. The chair of the body or, in the chair's absence, the vice-chair will preside over all meetings (i.e., presiding officer). If both the chair and the vice-chair are absent, a member selected by the body will act as presiding officer for that meeting.
3. A majority of the total membership of the body constitutes a quorum. If a quorum of the members of the body is not present at a meeting, no meeting will take place.
4. No single member of the body has the authority to represent or act on behalf of the body unless either by statute or by majority vote, the body has delegated such authority as recorded in its meeting minutes.
5. All members, including the chair and vice-chair of the body, are entitled to full participation in its proceedings, including the right to attend, speak, make motions, and vote.
6. 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.
7. These rules may be amended by majority vote of the body and must be readopted annually.

AGENDAS.

1. Each meeting must have an agenda with time allotted for each item of business to be considered. The chair, with assistance from the Town Manager, will create and manage the agenda. Those who wish to add an item(s) to the meeting agenda need to contact the Town Manager to request its inclusion by noon on the Wednesday before the meeting. The chair shall make the final decision regarding inclusion on 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 must be posted in or near the municipal office and at the following designated public places: [Insert Hartford locations] The agenda must also be made available to any person who requests it prior to the meeting.
3. All business will be conducted in the same order as it appears on the noticed agenda, unless voted otherwise, except that any addition to or deletion from the noticed agenda may be made as the first act of business at the meeting. No additions to or deletions from the agenda will 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, or postponing or tabling actions, may be made by majority vote of the body.
4. No binding action can be taken on matters not appearing on the agenda, unless when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the body.

MEETINGS.

1. Regular meetings will take place on [day and time, for example, the first and third Tuesday of the month at 7 p.m.] at [include a location accessible to the public].
2. Special meetings must be publicly announced at least 24 hours in advance by giving notice to: all members of the body, either orally or in writing, unless previously waived; an editor, publisher or news director, or radio station serving the area; and any person who has requested notice of such meetings. In addition, notices must be posted in the municipal clerk's office and at the following designated places in the municipality: *[include the location of at least two public places in municipality]*.
3. Emergency meetings may be held without public announcement, without posting notice, 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 a condition requiring immediate attention by the 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 themselves when the meeting is convened and is able to hear and be heard throughout the meeting. Whenever one or more members attend a meeting electronically, voting by the body that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location,

the agenda for the meeting must 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, must be physically present at each designated meeting location.

5. There is no allowance for voting by proxy. A member must be either physically present or, if applicable, present using electronic or other means in order to vote.

MOTIONS AND VOTING.

1. Any member of the body may make a motion.
2. A member of the body may speak or make a motion after being recognized by the presiding officer.
3. Members of the body are not limited by the type of motions they may make (e.g., motion to amend, table, reconsider, object to consideration of the question, etc.).
4. Motions made by members of the body require a second to proceed with discussion and/or action, if any.
5. The maker of a motion has the right to speak first once the motion has been seconded.
6. Members must limit their comments and motions to the meeting agenda item under consideration.
7. All motions must be phrased in the affirmative.
8. Responses to voice votes, when provided, must be expressed as either “yes” or “no.” Members may also abstain or recuse themselves from voting.
9. All motions require the approval of the majority of the total membership of the body to pass, unless the threshold has been reduced through a recusal due to a conflict of interest.
10. A member may change their vote up until such time as the vote is announced by the presiding officer.
11. Any member of the body may request a roll call vote. Whenever one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
12. The presiding officer must announce the result of all votes.
13. A motion to end or limit debate may be made at any time after a member has been recognized by the presiding officer. Motions to end or limit debate require a majority vote of the total membership of the body.

14. No member can speak more than once on any agenda item or motion until every other member choosing to speak thereon has been given the opportunity to do so.
15. A member of the body may call a point of order at any time, without being recognized, to bring attention to a potential rule violation. A point of order does not require a second or a vote.
16. The presiding officer will rule on all points of order and state their justification.
17. Any member may appeal the presiding officer's ruling on a point of order, without being recognized. An appeal requires a second. If appealed, the ruling of the presiding officer may be overruled by a majority of the total membership of the body.
18. The failure of the body to strictly adhere to any provision of this section will not invalidate any action taken, unless such action was taken by less than a majority of the total membership of the body or some other standard as specified by state law.

PUBLIC PARTICIPATION.

1. All meetings are conducted *in* the public; they are not meetings *of* the public.
2. At the beginning of each meeting, there will be a ten-minute public comment period for items not on the agenda. Public comment 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).
3. Comments by the public must be addressed to the Selectboard as a whole not to any individual member.
4. Public comment is an opportunity for the public to comment. It is not the place for dialogue.
5. Comments shall be limited to two minutes per speaker unless additional time is granted by the presiding officer.
6. During each agenda item, the Selectboard will first hear from staff or the individual presenting the item and then have discussion among the Selectboard. At the conclusion of each agenda item, but before any action is taken by the public body, there will be an opportunity for public comment on the agenda item. Comments shall be limited to two minutes per speaker unless additional time is granted by majority vote.
7. Speakers will be taken on a first-come, first-served basis, though the presiding officer may suspend this rule to protect against repetitive comments and to ensure that varied, especially opposing viewpoints, are heard.
8. Comment must first start with the individual's name and connection to the Town of Hartford.
9. Members of the public must be acknowledged by the presiding officer before speaking.

10. Chat on virtual meeting platforms will be disabled and not part of the public record.
11. Members of the public must wait their turn to speak and may not interrupt others.
12. Public comment must be germane to the item being discussed.
13. A member of the public can only speak more than once on the same agenda item, time permitting, with the consent of the presiding officer and only after every other member of the public has been given an opportunity to speak.
14. The balance of time not used by a speaker will expire and cannot be reserved or yielded to another.

ORDER.

1. Order and decorum must be observed by all persons present at the meeting, whether on the Selectboard or in the audience. Neither members of the Selectboard, nor members of the public, shall delay or interrupt the proceedings or peace of the meeting.
2. Members of the body and members of the public are prohibited from making personal, impertinent, or threatening remarks.
3. The presiding officer will preserve order in the meeting and regulate its proceedings by applying these rules and by making determinations about all questions of order or procedure.
4. All electronic devices used by members of the body, the public, and others present must be silenced (i.e., turned off or put on "vibrate") during meetings.
5. All comments must be addressed to the presiding officer or the Selectboard as a whole.
6. The only people who may interrupt another from speaking are 1) a member of the body for a point of order directed towards the presiding officer, or 2) the presiding officer themselves, to enforce a rule.
7. Speakers must refrain from repetitious speech or speech that is irrelevant to the business of the body.
8. Members of both the body and the public must obey all orders and rulings of the presiding officer. The presiding officer should adhere to the following process to address any disruption to a meeting and as needed to restore order, but may bypass any or all steps when they determine, in their sole discretion, that deviation from the process is warranted:
 - a. Call the meeting to order and remind the member of the body or the public of the applicable rules of procedure.
 - b. Declare a recess or table the issue under consideration.
 - c. Adjourn (i.e., postpone) and continue the meeting until a place and time certain or close (end) the meeting.

- d. Ask disorderly person(s) to leave the meeting room for the remainder of that meeting.
- e. Request law enforcement assistance in removing a disorderly person(s) from the meeting, when their conduct substantially impairs the effective conduct of the meeting, for the remainder of that meeting.

EFFECTIVE DATE. This policy will become effective immediately upon its adoption by the Town of Hartford Selectboard.

Approved by:

Michael Hoyt

Kim Souza

Lannie Collins

Ida Griesemer

Mary Erdei

Brandon Smith

Susan Buckholz

Town Manager

Date

MODEL RULES OF PROCEDURE FOR MUNICIPAL PUBLIC BODIES

HOW TO CUSTOMIZE AND ADOPT THESE MODEL RULES OF PROCEDURE

CUSTOMIZE

While these model rules do not closely adhere to Robert's Rules of Order, they do recognize its utility by incorporating the more familiar and easier to follow elements that we believe best enable public bodies to conduct their business in an orderly fashion. We've also built some flexibility into these rules to allow members to make any type of motion (e.g., motion to amend, table, reconsider, object to consideration of the question, etc.) they want so long as they're aware of their consequences.

We invite public bodies to customize these rules to suit their community's needs, being sure to give careful consideration to each of its elements in light of their municipality's resources and community's expectations. Opportunities for editing these rules are designated with [brackets] and/or "Optional" italicized text. Public bodies must remove, replace, or accept the customizable language before adopting the rules.

Please note, however, that **not all sections are customizable**. Some highlighted sections (e.g., Section II. Agendas; Section III. Meetings; and Section VII. Minutes) mirror State law and are only included to remind public bodies of their legal obligations and therefore must be left unchanged.

ADOPT

These rules are administrative in nature, rather than regulatory, which means they're relatively simple to adopt. Generally, all that is required for adoption is a majority vote by a public body at a duly warned public meeting. The rules can take effect as soon as they're adopted, or at a later date as specified by the body. Since the rules only apply to those bodies that adopt them, no other body is precluded from adopting their own rules of procedure. Keep in mind that elected public bodies have the independent authority to adopt their own rules of procedure, appointed ones may be directed to adopt those rules favored by their governing authority.

HOW TO USE THESE MODEL RULES OF PROCEDURE

Rules of procedure can be challenged in court both "on their face" (i.e., as written) and "as applied" (i.e., as implemented). While we've taken every effort to carefully craft these rules to avoid the former, we cannot guarantee that result, and it is up to you to avoid the latter.

Rules of procedure only work as well as they're followed, which requires applying them fairly and consistently without distinction between who the speaker is or what their position is and regardless of whether they attend in-person or via remote means.

This responsibility largely falls on the shoulders of the presiding officer or "chair" of the public body administering the rules. Presiding over a meeting involves a mix of judgement and assertiveness. Some say that you either have it or you don't; in reality, presiding and leading are very much learned skills which are accessible to all. The Vermont Institute for Government's publication, "[Born To Chair: An Introduction to the Science and Art of Chairing a Board Meeting](#)" is great resource for new and seasoned presiding officers alike to help hone those skills.

This model has been developed for illustrative purposes only. VLCT makes no express or implied endorsement or recommendation of any rules, nor does it make any express or implied guarantee of legal enforceability or legal compliance, or that any rules of procedure are appropriate for any particular municipality. While every effort is made to provide members with the most accurate information possible, these documents do not constitute legal advice. Each municipality is advised to seek legal counsel to review any proposed rules of procedure before adoption and/or use. VLCT PACIF members are advised to seek input from their municipality's loss control consultant regarding insurance considerations and risk avoidance.

For individual assistance, please contact the Municipal Assistance Center at vlct.org/AskVLCT, emailing info@vlct.org, or calling 1-800-649-7915.

Please copy below the dotted line and paste into a new document

[Name of Public Body] Rules of Procedure for Meetings

[Municipality Name]

PURPOSE. The [board, council, committee, commission, etc.] of [municipality] is required by law to conduct its meetings following the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. A "meeting" is defined as a gathering of a quorum 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. 1 V.S.A. § 310(3)(A). Meetings of the [board, council, committee, commission, etc.] of [municipality] must always be open to the public, except as provided in 1 V.S.A. § 313 for executive session. 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.

APPLICATION. This policy setting forth rules of procedure applies to the *[board, council, committee, commission, etc.]* of the *[municipality]*, referred to below as “the body.” These rules apply to all regular, special, and emergency meetings of the body. These rules do not apply to municipal quasi-judicial proceedings. The *[board, council, committee, commission, etc.]* of *[municipality]* adopts these rules to further its significant interest in conducting its meetings in an efficient and orderly fashion. To this end, the following rules are established for the conduct of all persons, including board members, staff members, and members of the public attending the body’s meeting.

I. ORGANIZATION.

1. The body must annually elect a chair and a vice-chair, who will serve until the body’s next annual meeting, unless otherwise removed. Vacancies in the offices of chair or vice-chair will be filled by majority vote of the body.
2. The body may vote to remove the chair or vice-chair at any time and elect a new chair or vice-chair by *[unanimous/two-thirds/majority]* vote.
3. The chair of the body or, in the chair’s absence, the vice-chair will preside over all meetings (i.e., presiding officer). If both the chair and the vice-chair are absent, a member selected by the body will act as presiding officer for that meeting.
4. A majority of the total membership of the body constitutes a quorum. If a quorum of the members of the body is not present at a meeting, no meeting will take place.
5. No single member of the body has the authority to represent or act on behalf of the body unless either by statute or by majority vote, the body has delegated such authority as recorded in its meeting minutes.
6. All members, including the chair and vice-chair of the body, are entitled to full participation in its proceedings, including the right to attend, speak, make motions, and vote.
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.
8. These rules may be amended by *[unanimous/two thirds/majority]* vote of the body and must be readopted annually.

II. AGENDAS.

1. Each regular and special meeting of the body must have an agenda with time allotted for each item of business to be considered by the body. The [chair/municipal manager/municipal administrator/municipal clerk/other] will create and manage the body's agenda. Notwithstanding the [chair's/municipal manager's/municipal administrator's/municipal clerk's/other's] authority over the agenda, the body, in its discretion, may amend the final content of the agenda before or, to some extent, during the body's next meeting. Those who wish to add an item(s) to the meeting agenda need to contact the [chair/municipal manager/municipal administrator/municipal clerk/other] to request its inclusion on the agenda. All requests for additional agenda items must be provided at least [at minimum 60/at most 72] hours in advance of a regular and [at minimum 36/at most 48] hours in advance of a special meeting to be considered.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda must be posted in or near the municipal office and at the following designated public places in the municipality: [include the location of at least two public places in municipality]. [IF THE PUBLIC BODY/MUNICIPALITY HAS A DESIGNATED/MAINTAINED WEBSITE, INSERT THE FOLLOWING: "At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda must be posted on [identify the website and its URL]."] The agenda must also be made available to any person who requests it prior to the meeting.
3. All business will be conducted in the same order as it appears on the noticed agenda, unless voted otherwise, except that any addition to or deletion from the noticed agenda may be made as the first act of business at the meeting. No additions to or deletions from the agenda will 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, or postponing or tabling actions, may be made by [unanimous/two-thirds/majority] vote of the body.
4. No binding action can be taken on matters not appearing on the agenda, unless when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the body. Nor can the agenda item entitled "other business" be used for taking binding action.

III. MEETINGS.

1. Regular meetings will take place on [day and time, for example, the first and third Tuesday of the month at 7 p.m.] at [include a location accessible to the public].
2. Special meetings must be publicly announced at least 24 hours in advance by giving notice to: all members of the body, either orally or in writing, unless previously waived; an editor, publisher or news director, or radio station serving the area; and any person who has requested notice of such meetings. In addition, notices must be posted in the municipal clerk's office and at the following designated places in the municipality: [include the location of at least two public places in municipality].

3. Emergency meetings may be held without public announcement, without posting notice, 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 a condition requiring immediate attention by the 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 themselves when the meeting is convened and is able to hear and be heard throughout the meeting. Whenever one or more members attend a meeting electronically, voting by the body that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location, the agenda for the meeting must 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, must be physically present at each designated meeting location.
5. There is no allowance for voting by proxy. A member must be either physically present or, if applicable, present using electronic or other means in order to vote.

IV. MOTIONS AND VOTING.

1. Any member of the body may make a motion.
2. A member of the body may speak or make a motion [*only after/without*] being recognized by the presiding officer.
3. Members of the body are not limited by the type of motions they may make (e.g., motion to amend, table, reconsider, object to consideration of the question, etc.), though all members should be aware of the consequences of the motion they make and/or approve.
4. Motions made by members of the body [*do/do not*] require a second to proceed with discussion and/or action, if any.
5. The maker of a motion has the right to speak first in debate once the motion has been [*seconded*], restated by the presiding officer, and the member is recognized by the presiding officer.
6. Members must limit their comments and motions to the meeting agenda item under consideration.
7. All motions must be phrased in the affirmative.
8. All motions must be restated by the presiding officer prior to a vote.
9. Responses to voice votes, when provided, must be expressed as either "yes" or "no." Members may also abstain or recuse themselves from voting.

10. All motions require the approval of the majority of the total membership of the body to pass, unless the threshold has been increased by the body, or as otherwise modified by state law.
11. A member may change their vote up until such time as the vote is announced by the presiding officer.
12. Any member of the body may request a roll call vote. Whenever one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
13. The presiding officer must announce the result of all votes and what action, if any, the body has taken.
14. *[OPTIONAL: The collective silent acquiescence of the body in response to a motion will signify its unanimous consent.]*
15. Motions to end or limit debate *[will/will not]* be entertained. *[IF REQUIRED, INSERT THE FOLLOWING: "A motion to end or limit debate may be made at any time after a member has been recognized by the presiding officer. Motions to end or limit debate require a [two-thirds/majority] vote of the total membership of the body."]*
16. No member can speak more than once on any agenda item or motion until every other member choosing to speak thereon has been given the opportunity to do so.
17. A member of the body may call a point of order at any time, without being recognized, to bring attention to a potential rule violation. A point of order does not require *[a second or]* a vote.
18. The presiding officer will rule on all points of order and state their justification.
19. Any member may appeal the presiding officer's ruling on a point of order, without being recognized. An appeal *[does/does not]* require a second. If appealed, the ruling of the presiding officer may be overruled by a majority of the total membership of the body.
20. The failure of the body to strictly adhere to any provision of this section will not invalidate any action taken, unless such action was taken by less than a majority of the total membership of the body or some other standard as specified by state law.

V. PUBLIC PARTICIPATION.

1. All meetings of the body are conducted in the public; they are not meetings of the public.
2. All meetings of the body are open to the public.
3. Meetings of the body are a limited public forum.

4. Members of the public will be afforded a reasonable opportunity to express their opinions about matters considered by the body, so long as order is maintained according to these rules.
5. Public comment is open to all members of the general public, not just residents of *[municipality]*.
6. At the *[beginning/end/conclusion/discussion]* of each agenda item, but before any action is taken by the public body at each meeting, there may be *[number]* minutes afforded for open public comment. By *[unanimous/two-thirds/majority]* vote, the body may increase the time for open public comment and its place on the agenda.
7. No member of the public may speak longer than *[number]* minutes without the consent of the presiding officer.
8. Speakers will be taken on a first-come, first-served basis, though the presiding officer may suspend this rule to protect against repetitive or irrelevant comments and to ensure that varied, especially opposing viewpoints, are heard.
9. Speakers may be asked, but not compelled, to state their name and/or address.
10. Members of the public must be acknowledged by the presiding officer before speaking.
11. Members of the public must wait their turn to speak and may not interrupt others.
12. Public comment must be germane to an item on the agenda.
13. A member of the public can only speak more than once on the same agenda item, time permitting, with the consent of the presiding officer and only after every other member of the public has been given an opportunity to speak.
14. The balance of time not used by a speaker will expire and cannot be reserved or yielded to another.
15. Members of the public do not have the right to vote on meeting agenda items.
16. 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).
17. Meetings may be recorded by any member of the public unless doing so constitutes an actual disruption to the proceedings of the meeting. *[OPTIONAL, ONLY AFTER CONSULTING WITH TOWN ATTORNEY: Meetings may not be recorded by any member of the public.]*

VI. ORDER.

1. Order must be observed by all persons attending the meeting, whether in-person or electronically.
2. The presiding officer will preserve order in the meeting and regulate its proceedings by applying these rules and by making determinations about all questions of order or procedure.

3. [OPTIONAL: No signs or posters are permitted inside the meeting room.]
4. All electronic devices used by members of the body, the public, and others present must be silenced (i.e., turned off or put on "vibrate") during meetings.
5. All comments must be addressed to the presiding officer.
6. No person may disrupt, disturb, or otherwise impede (except for a point of order) the orderly conduct of the meeting or interrupt any person while they're speaking.
7. The only people who may interrupt another from speaking are 1) a member of the body for a point of order directed towards the presiding officer, or 2) the presiding officer themselves, to enforce a rule.
8. Speakers must refrain from repetitious speech or speech that is irrelevant to the business of the body.
9. Members of the body should be addressed by their official title (e.g., selectperson, commissioner, committee member, etc.) followed by their last name. Members of the public should likewise be addressed as either "the Speaker" or by some similar title of respect (e.g. Mr., Ms., Sir, Madam, Mx., etc.).
10. Members of both the body and the public must obey all orders and rulings of the presiding officer. The presiding officer should adhere to the following process to address any disruption to a meeting and as needed to restore order, but may bypass any or all steps when they determine, in their sole discretion, that deviation from the process is warranted:
 - a. Call the meeting to order and remind the member of the body or the public of the applicable rules of procedure.
 - b. Declare a recess or table the issue under consideration.
 - c. Adjourn (i.e., postpone) and continue the meeting until a place and time certain or close (end) the meeting.
 - d. Ask disorderly person(s) to leave the meeting room for the remainder of that meeting.
 - e. Request law enforcement assistance in removing a disorderly person(s) from the meeting, when their conduct substantially impairs the effective conduct of the meeting, for the remainder of that meeting.

VII. 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," which may require supplementing the following statutorily required elements: members present; active participants at the meeting; motions, proposals, and resolutions made, offered, and considered and what disposition is made of the same; the result of any votes taken; and a record of individual votes if a roll call is taken.
3. Minutes must be available for inspection five calendar days after the meeting.
4. Minutes must be posted no later than five calendar days after the meeting to an official website, if one exists, that is maintained or has been designated as the official website of the body.
5. [OPTIONAL: Minutes must be approved by a majority of the total membership of the body.]
6. [IF THE PUBLIC BODY APPROVES MINUTES, INSERT THE FOLLOWING: "Minutes can be amended by concurrence of a majority of the total membership of the body."]

VIII. EFFECTIVE DATE. This policy will become effective immediately upon its adoption by the *[name of municipal legislative body]*.

Adopted (Date): _____

Signatures:

To: Members of the Hartford, VT Select Board

From: John Haverstock, Town Manager

Re: Selectboard Code of Conduct

Date: May 3, 2024

Background/Discussion

The current Selectboard Rules of Procedure may soon be replaced by the Selectboard based largely upon a recent Selectboard workshop led by Dominic Cloud on the topic of "Conducting Efficient and Effective Selectboard Meetings." If so, much of the content of the current Selectboard Rules of Procedure may be lost, unless the Selectboard adopts a companion set of materials to guide Selectboard members beyond simply conducting efficient and effective meetings. Therefore, I have reviewed the current Selectboard Rules of Procedure and drafted the attached rough draft of what such a document might look like and to spur discussion.

Thank you.

Attachment

Selectboard Code of Conduct

Selectboard Member Responsibilities and Expectations

1. Each Selectboard member is expected to have reviewed the information packet provided by the Town Manager before the meeting.
2. Members shall provide any information and ask any questions they feel are necessary to perform their duties.
3. Members are encouraged to have a working knowledge of Board policies and procedures and the Town Charter.
4. Members shall respect the right of the Chair to control the tone and pace of each discussion and to call for a motion to be made.
5. Members may contact the Town Manager for any information that is necessary to perform their duties, recognizing that employees report to the Town Manager, not to the Selectboard. Selectboard members shall recognize the Town Manager's authority to manage Town employees; members shall not separately engage in the direct management or supervision of Town employees, nor make requests of Town employees without the prior consent of the Town Manager.
6. Selectboard members shall not directly contact the Town's attorney (with the exception of the legal staff of the Vermont League of Cities & Towns) without the prior authorization of the Chair and Town Manager.
7. Each Selectboard member shall recognize that it is the responsibility of the Town Manager and the Selectboard Chair to speak for and on behalf of the Town. Any member may speak on behalf of the Town on a specific subject if they receive prior permission from the Chair.
8. Each Selectboard member has the right to speak on their own behalf as long as they clearly identify that they are speaking for themselves and not the Town, when, for example, responding to press inquiries, engaging in dialogue with citizens, posting on the Town listserv or social media sites, publishing opinion pieces, or blogging.

Selectboard Chair, Additional Responsibilities

1. The Chair is the primary interface to the Town Manager. Provide written reports of communication with the Town Manager and vice versa within a week of their occurrence and immediately in time-critical situations.
2. Along with the Town Manager, the Chair is the primary interface in providing information to the public on behalf of the Town, and in particular to represent the Town in stating settled Town positions to the media. In circumstances where no final decision has been reached on a topic, the Chair shall operate under the rules of Selectboard member interaction with the press and public.
3. The Chair shall set the agenda for any meeting of the Selectboard using a collaborative process that ensures participation in the development of the agenda by all members of the board.

4. The Chair shall be in control of each meeting, setting a respectful meeting tone and maintaining appropriate decorum. The Chair shall ensure that the meetings are run professionally and that all participants behave civilly with no personal attacks.
5. The Chair is the official head of the Town for all ceremonial purposes or shall appoint a substitute.
6. The Chair shall disseminate relevant information to the other Selectboard members either directly or by delegation to the Vice Chair or Town Manager.
7. The Chair has signatory authority on behalf of the Selectboard for all accounts payable, vendor manifests and other financial documents if and only if a quorum is not available. In the event that this signatory authority is exercised by the Chair, Board approval shall be sought at the next meeting of the Board.
8. The Chair has the authorization to contact the Town's attorney to conduct Town business.

Selectboard Vice Chair, Additional Responsibilities

The role of the Vice Chair is to perform the duties of the Chair whenever the Chair is unavailable.

Selectboard Clerk, Additional Responsibilities

The role of the Clerk is to see to it that the minutes of Selectboard meetings are taken and subsequently brought to the Board for approval. Such minutes shall comply with Vermont statutes and shall, at a minimum, record when meetings begin and adjourn, when Executive sessions begin and adjourn, when members arrive and depart (if different from the full meeting's length), what motions are made and seconded and by whom, and the roll call of any votes taken. It is generally understood that staff will record the minutes and, failing that, the Clerk will do so.

Meeting Attendance

1. Selectboard members are expected to be in the chamber and ready to be seated at the start of the meeting. The Chair shall announce any known late arrivals during roll call.
2. Should a Selectboard member find that they are unexpectedly unable to participate at a meeting at the scheduled time of the meeting, they will immediately notify the Chair, Vice Chair or Town Manager of the inability to participate or delay and anticipated time of arrival.

Meeting Compensation

Selectboard members shall be compensated for meetings and travel as set by the voters at the annual Town Meeting.

Members will be paid for any duly warned meeting of the Selectboard, including emergency sessions, and for any meetings attended as a board liaison or delegate.

With prior approval from the Board, members shall also be compensated for attending seminars and workshops such as trainings from the Vermont League of Cities and Towns.

Liaison Assignments

See Selectboard Committee Liaison Policy.

Departing Member Recognition

After a member has served at least one full term and leaves the Selectboard, the outgoing member shall be presented with an engraved plaque. If the member served as Chair at any time during their one or more full terms of service, the outgoing member shall also be presented with a gavel.