


TOWN OF LONDONDERRY, VERMONT
SELECTBOARD RULES OF PROCEDURE
March 16, 2020

- A. **PURPOSE.** The Selectboard of the Town of Londonderry, Vermont 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 Board 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 Board so long as order is maintained. Such public comment is subject to the reasonable rules established by the chair of the Board. 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 Board.
- C. **PROCEDURES.**
1. The meeting of the Board shall be governed by Robert's Rules of Order.
 2. The chair of the Board, or in the chair's absence, the vice-chair, shall chair all Board meetings. If both the chair and the vice-chair are absent, a member selected by the remaining board members shall chair the meeting.
 3. 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).
 4. A majority of the members of the Board shall constitute a quorum. If a quorum of the members of the Board is not present at a meeting (either In-person or via remote attendance), the only action that may be considered by the Board is a motion to recess or adjourn the meeting.
 5. At each Board meeting, there shall be a reasonable time afforded for public comment. By majority vote, the Board may limit the time for public comment and may adjust the agenda items accordingly.
 6. Each Board meeting shall have an agenda and the Board may add or delete items from the agenda by majority vote as the first order of business after the meeting is called to order. Members of the public who wish to be added to the meeting agenda shall contact the Board chair or the Town Administrator to request inclusion on the agenda prior to posting of the agenda. The Board chair shall determine the

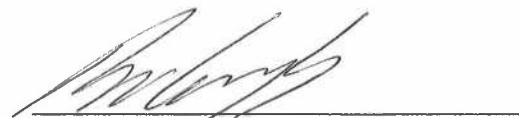
- final content of the agenda.
7. All business shall be conducted in the same order as it appears on the agenda, except that by agreement of the Board, the order of items to be considered may be modified.
 8. Public comment on issues discussed by the Board, if not offered during the open public comment period, may be offered during the meeting with the permission of the chair. Time for such comment, if permitted, may be limited by the chair.
 9. Meetings may be recessed to a time and place certain without further need to provide public notice. 1 VSA 312(c)(4).
 10. These rules may be amended by majority vote of the Board, and must be readopted annually at the organizational meeting.

The foregoing Rules of Procedure are hereby adopted by the Selectboard of the Town of Londonderry, Vermont, this 16th day of March, 2020 and are effective as of this date until amended or repealed.

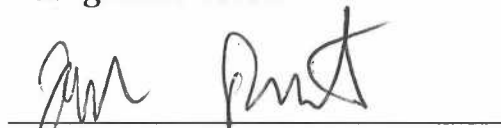
Town of Londonderry Selectboard



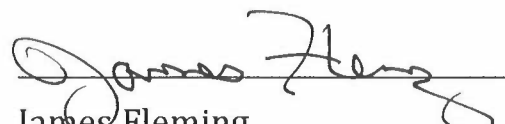
Georgianne Mora



Thomas Cavanagh



Taylor Prouty



James Fleming



Vincent Annunziata