

Town of Stowe
Selectboard Policy
Regarding Selectboard Meetings

Purpose: To provide guidance in setting the Selectboard agenda, development of packets and participation at meetings.

Section 1. Meetings

In accordance with Section 404 of the Stowe Town Charter, “All meetings shall be open to the public unless, by an affirmative vote of the majority of the members present, the Selectboard shall vote that any particular session shall be an executive session in accordance with 1 VSA 313.

- a. Regular Meetings: Regular meetings of the Selectboard shall be held on the second and fourth Wednesday of every month at 5:30 pm in the Akeley Memorial Building Memorial Hall, unless otherwise agreed by the Selectboard. If a recognized municipal holiday falls on a regular meeting date, the meeting shall be held on the following Tuesday at the same time and place, unless otherwise agreed by the Selectboard.
- b. Stowe Selectboard Meetings will be warned as a hybrid meeting, allowing participation either in person at the Akeley Memorial Building or online via Zoom. The link to the meeting will be included with the meeting agenda and on the Town of Stowe website, www.townofstowevt.org.
- c. Special Meetings or Emergency Meetings may be called by the Chair or a majority of the members and warned in accordance with Vermont’s Open Meeting law.

Section 2. Request to be on the Agenda

- a. A member of the Selectboard or other interested party (e.g. citizen, taxpayer) may request to the Town Manager an item to be on a future agenda. It is encouraged the request to be in writing to ensure a common understanding of what is being requested of the Selectboard.
- b. No request to be on an agenda will be unreasonably denied if it is a policy question within the purview of Selectboard. However, it is recognized that the Manager does not have to schedule it on the next agenda. The Manager may take a reasonable amount of time to allow staff time to perform necessary research. Also, the Manager may spread items out for time management purposes.
- c. The Town Manager will not include an agenda item requested by a citizen for reconsideration within a year unless the Chair or two or more members request it that it be added.

Section 3. Agenda

- a. The Town Manager will prepare the draft agenda and receive feedback from the Selectboard Chair prior to forwarding it to the Stowe Reporter. If the Chair is not available and / or not going to run the meeting, the Manager shall obtain feedback from the Vice Chair of the Selectboard.
- b. The goal of the Selectboard is to conclude Selectboard meetings by 9pm or sooner. c. The Manager may add items to the draft agenda after it has been sent to the Stowe Reporter (e.g. minor items that are timely, emergency items). However, as a general rule, unless time is of the essence items that are likely to generate public interest /

- participation should be included in the warning that appears in the Stowe Reporter.
- c. The Manager may include items on the consent agenda if they are routine in nature and/or not likely to generate public comment. The intent of the consent agenda is to allow items to be part of the public record without unnecessarily taking up time at meetings (e.g. bid awards), thus allowing more time for public input and deliberations on more substantive policy matters.
 - d. e. At the start of every meeting the Selectboard will adopt the meeting agenda. The Selectboard is free to add or delete items, to move items out of the consent agenda, or to rearrange the items. However, as a general rule, unless time is of the essence, items that are likely to generate public interest / participation should be included in the warning that appears in the Stowe Reporter.

Section 4. Selectboard Packets

- a. The Town Manager will oversee the preparation of a Selectboard packet to be with the goal of delivering it the Friday before a regularly scheduled meeting to all members of the Selectboard. The packet will be posted on the Town website under Selectboard Agendas. The packet shall include an agenda summary for each item. The agenda summary shall include a summary of the item that introduces the item, puts it into context (e.g. town plan impact, fiscal impact), frames the public policy question(s) to be addressed by the Selectboard, and makes a recommendation.
- b. Any interested party (e.g. citizen, property owner) may request their written comment and supporting information to be included in the packet that is associated with an agenda item and the Manager will not unreasonably deny the request, provided it is not redundant or otherwise overwhelming to try to copy and incorporate it. If so, the Manager will advise the Selectboard and the press of its availability for public inspection.

Section 5. Public Participation

- a. All meetings of the Board are meetings in the public, not of the public. Members of the public shall be afforded a reasonable opportunity to express opinions about matters considered by the Board, so long as order is maintained according to these rules.
- b. At the end of discussion by the Selectboard of each business agenda item, but before any action is taken by the Board at each meeting, the Chair will permit public comment and will set rules as may be necessary to ensure the Board has time to get through their agenda prior to 9pm including any executive session items.
- c. Comments 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.
- d. Members of the public must be acknowledged by the Chair before speaking.
- e. 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.
- f. Order and decorum shall be observed by all people 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.
- g. Members of the Board 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:

- h.
 - 1. Call the meeting to order and remind the members of the applicable rules of procedure.
 - 2. Declare a recess or table the issue.
 - 3. Adjourn the meeting until a time and date certain.
 - 4. Order the police to remove disorderly person(s) from the meeting.
- i. Any citizen or other interested parties may communicate verbally or in writing with any member of the Selectboard. However, if it is the subject of an agenda item, they should be encouraged to forward any written correspondence to the Town Manager for inclusion in the Selectboard packet and/or be encouraged to attend the public meeting. This will help ensure all the Selectboard members have the same information for decision making purposes.
- j. If a member or citizen has a clarifying question or something that may involve research in order to provide context for the Selectboard for their decision-making purposes, they are encouraged to bring it to the Manager's attention prior to the meeting. The intent is to save time at the meeting and to help ensure the Selectboard has the information they need.
- k. The public may raise non-substantive issues during other business (e.g. extend appreciation, raise an issue for future public policy consideration). However, to the degree time is not of the essence, substantive issues requiring research or where others are likely to want to provide input should be warned for a future agenda.
- l. The Town will strive to provide means for those attending remotely to participate. There may be technical difficulties or reasons that otherwise prevent or interrupt remote public participation. Therefore, it is important to note that the Open Meeting Law only ensures the public's right to participate and comment at a public meeting by attending at the designated physical location as posted in the notice and agenda. In the event that the Zoom capabilities are not functioning, the Stowe Selectboard reserves the right to continue the meeting for essential time-dependent business and any other business the Board may need to deliberate and make a decision on. The Board also reserves the right to table any non-essential business to a future meeting at its sole discretion.

Section 6. Quorum

- a. A majority of the Selectboard (three) shall constitute a quorum. Within twenty (20) minutes of the call for any meeting if a quorum is not present, any lesser number present may adjourn the meeting.

Section 7. Chairperson

- a. In accordance with Section 403 (b) of the Stowe Town Charter, "The Chair of the Selectboard or, in his or her absence, the vice-chair, shall preside at all meetings of the Selectboard." The Chair shall be entitled to vote, but shall have no other authority beyond what is afforded to the other members of the Selectboard other than being the ceremonial head of municipal government (e.g. ribbon cuttings, award presentations).

Section 8. Executive Session

- a. In accordance with 1 VSA 313 the Selectboard may enter executive session in accordance with state law. The Town Manager shall be included unless his / her evaluation or other personal matter involving him / her.
- b. The motion(s) to go into executive session must be made during the open portion of a meeting and must get approval of a majority of the members present.

Section 9. Motions

- a. No resolution, rule, regulation, appointment, or formal action shall be considered binding except as taken or made at such open meeting, except as provided under 1 VSA 313 (a) (2) in regard to negotiating or securing real estate purchase options.

Section 10. Voting

- a. No action of the Selectboard shall be valid or binding unless adopted by the affirmative vote of three (3) or more members of the Selectboard in a public meeting. All members of the Selectboard shall vote upon all items of business unless it involves a conflict of interest. The Town Manager shall have the right to participate in any and all discussions for debate by the Selectboard but shall not have the right to vote.

Section 11. Minutes

- a. In accordance with 1 VSA 312 (B) (1), "Minutes shall be taken of all meetings of public bodies. The minutes shall cover all topics and motions that arise at the meeting and give a true indication of the business of the meeting. Minutes shall include at least the following minimal information:
 1. All members of the public body present;
 2. All other active participants at the meeting;
 3. All motions, proposals and resolutions made, offered and considered, and what disposition is made of same; and
 4. The results of any votes, with a record of the individual vote of each member if a roll call is taken.
- b. In addition, any Selectboard member may request the privilege of having an abstract of his/her remarks on any subject discussed at the meeting, not to exceed 100 words, entered into the minutes if approved by the Selectboard.
- c. The Town will have as a goal to make recordings of the Zoom meeting available on the Town website within 48 hours of the meeting, but no later than 5 business days. The draft minutes shall be uploaded on the Town website within five (5) business days and the final minutes within 48 hours after the official minutes have been adopted by the Selectboard.

Approved and adopted by the Selectboard August 24, 2015. Revised 12/13/21. Revised 12/13/23.