

RULES OF PROCEDURE FOR THE TOWN OF DANVILLE SELECTBOARD

MARCH 2026

I) PURPOSE. The Selectboard of Danville 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(5)(A). Meetings of the Selectboard of Danville 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.

II) APPLICATION. This policy setting forth rules of procedure applies to the Selectboard of the Town of Danville, referred to below as “the body.” These rules apply to all regular, special, and emergency meetings of the body. The body may amend these rules by majority vote and should readopt them annually.

III) 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. Other vacant board seats will be appointed and 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 majority vote.
3. The chair of the body or, in the chair’s absence, the vice chair will preside over all meetings. 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. Three members of the body constitute 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. 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 three or more members.

7. There is no limit to the number of times a member of the body may speak to a question. The chair will entertain motions to close or limit debate.
8. 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.

IV) AGENDAS.

1. Each regular and special meeting of the body must have an agenda which will include sufficient details on the specific business to be discussed. Whenever the body includes an executive session as an item on its posted meeting agenda, it must list it as “proposed executive session” and indicate the nature of the business of the executive session. The Town Administrator will create and manage the body’s agenda.
2. 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 Town Administrator to request its inclusion on the agenda. All requests for additional agenda items must be provided at least 60 hours in advance of a regular and 36 hours in advance of a special meeting to be considered.
3. 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, at Marty’s 1st Stop, at the Danville Post Office, and on the Town of Danville website at the link below. The agenda must also be made available to any person who requests it prior to the meeting.
<https://danvillevt.gov/Selectboard/>
4. If the body is holding a hybrid meeting, the Town Administrator should post information that enables the public to directly access the designated electronic platform and include this information in the published agenda or public notice for the meeting.
5. 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 consensus of the body.
6. No binding action can be taken on matters not appearing on the agenda, unless it is 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.

V) MEETINGS

1. Regular meetings will take place on the first and third Thursday of the month at the Town Hall, located at 36 Route 2 W, Danville, VT 05828, in the rear conference room.
2. Special meetings must be publicly announced at least 24 hours in advance by giving notice to: all members of the body, unless previously waived; to an editor of the Caledonian Record; and to any person who has requested notice of such meetings. In addition, agendas posted above shall serve as notices of special meetings.
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 any public 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.
5. If a quorum or more of the body attends 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 member or designee of the body, must be physically present at each designated meeting location.
6. The quorum or more of the members of any public body may attend an emergency meeting of the body by electronic or other means without being physically present at or staffing a designated meeting location.
7. A public body meeting without a physical location must designate and use an electronic platform that allows for the direct access, attendance, and participation of the public, including access by telephone.
8. There is no allowance for voting by proxy. A member must be either physically present or, if applicable, present using electronic or other means to vote.
9. If a resident, a member of the public body, or member of the press requests (in writing) physical access to a remote regular meeting or electronic or phone access to an in-person regular meeting, the body must grant the request unless:
 - a. There is an all-hazards event or declared state of emergency;

- b. There is a local incident; or
- c. Compliance would impose an undue burden on the municipality, as determined by the legislative body.

VI) PUBLIC PARTICIPATION

1. All meetings of the body are conducted in public; they are not meetings of the public.
2. All meetings of the body are open to the public.
3. A time for public comment will be given before the Visitor portion of the meeting. Members of the public will be afforded a reasonable opportunity to express their opinions about matters considered by the body, after discussion by the body but before the matter is put to vote, so long as order is maintained according to these rules.
4. Public comments are open to all members of the public, not just residents of the Town of Danville.
5. Speakers will be taken on a first-come, first-served basis, though the chair may suspend or amend this rule to protect against repetitive or irrelevant comments and to ensure that varied, especially opposing, viewpoints are heard. The chair must acknowledge members of the public before they speak, and the public must address comments to the chair or the body and not to any individual member of the body or public.
6. Members of the public must wait their turn to speak and may not interrupt others.
7. Public comment must be relevant to the topic under discussion.
8. If a member of the public has already spoken on a topic, the chair may not recognize him or her again until others have first been given the opportunity to comment
9. Attendance in executive session is limited to members of the public body and, in its discretion, staff, clerical assistants and legal counsel, and people who are subjects of the discussion or whose information is needed, and who are invited by the body to attend. The public is otherwise excluded from executive session.

VII) ORDER

1. Order must be observed by all people attending the meeting, whether in-person or electronically.

2. The chair 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. All comments must be addressed to the chair or the body.
4. All people present at the meeting shall observe order and decorum. Neither members of the body, nor 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.
5. Members of both the body and the public must obey all orders and rulings of the chair. The chair 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.

VIII) MEETING RECORDINGS

1. The body must record or cause to be recorded, in audio or video form, all meetings (except site inspections and site visits) unless doing so will impose an undue hardship on the municipality.
2. A copy of the meeting recording must be posted to a designated electronic location for a minimum of 30 days following the day when meeting minutes are posted.

IX) 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. Minutes are approved by a majority of body and can be amended by concurrence of a majority of the body.

X) EFFECTIVE DATE

This policy will become effective immediately upon its adoption by the Selectboard of the Town of Danville.

Adopted (Date): **March 5, 2026**

Signatures:

Janice Ouellette

Alison Low

Eric Bach

Kristin Calkins

Matthew Choate