

Town of Danville Planning Commission 2023 Rules of Procedure

A. PURPOSE.

The Planning Commission of Danville, 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 commission must be open to the public at all times, except as provided in 1 V.S.A. § 313.

B. APPLICATION.

This policy setting forth rules of procedure shall apply to the Planning Commission of the Town of Danville, which is referred to below as “the body.” These rules shall apply to all regular and special meetings of the body. These rules may be amended by majority vote of the body, and must be readopted annually.

C. ORGANIZATION.

1. The Danville Zoning Bylaw (June 9, 2022), section 302, establishes this body. The body shall annually elect a chair, vice chair, and secretary.
2. The chair of the body shall preside over all meetings. If the chair is absent the vice chair, or if the vice chair is also absent a member selected by the body, shall act as chair for that meeting. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. The secretary shall take minutes that cover all topics and motions that arise at meetings and give a true indication of the business of the meeting, in accordance with 1 V.S.A. § 312(b). If the secretary is absent a member selected by the body shall act as secretary for that meeting. The secretary shall submit draft minutes to the Selectboard Assistant within 3 days for publication on the town website. After minutes are finalized, the secretary shall submit updated minutes to the Selectboard Assistant within 3 days for posting to the town website. The secretary shall receive double any standard member compensation for production of the minutes.
4. Four members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no official meeting shall take place.
5. Motions made by members of the body do not require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority ~~of the total membership of the body.~~
6. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
7. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
8. Meetings may be recessed to a time and place certain.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda. Those who wish to be added to the meeting agenda shall contact the chair to request inclusion on the agenda. The chair shall determine the final content of the agenda.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, the chair shall ensure a meeting agenda is posted online at <https://danvillevt.gov> and on bulletin boards at the Town Office, the U.S. Post Office, and Marty's First Stop. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body.

E. MEETINGS.

1. Regular meetings shall take place on the fourth Thursday of the month, January through October, and the second Thursday of the month in November and December at 7:30pm at the Town Hall.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to an editor, publisher or news director, or radio station serving the area; and to any person who has requested notice of such meetings. In addition, notices shall be posted at the Town Office, the U.S. Post Office, and Marty's First Stop.
3. A member of the body may attend a regular or special meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

F. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. Members of the public may make comments during discussion of each agenda item before any action is taken by the public body. By majority vote, the body may close public comment on an item.
3. Comment by the public or members of the body must be addressed to the chair or the body as a whole, and not to any individual member of the body or public.
4. Members of the public must be acknowledged by the chair before speaking.

Town of Danville Planning Commission
2023 Rules of Procedure

5. 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.

6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.

7. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:

- a. Call the meeting to order and remind the members of the applicable rules of procedure.
- b. Declare a recess or table the issue.
- c. Adjourn the meeting until a time and date certain.

ADOPTED ON January 26, 2023, by*

Glenn Herrin

Michael Hogue

Kate Whitehead

David Kyle

Vincent Foy

Jeffrey Paquet

Rob Balivet

**These typed names represent an act of that person and serve as an electronic signature in accordance with 9 V.S.A. § 278.*