

Town of Danville Town Meeting Committee Charter

ADOPTED on July 20, 2023, by the Selectboard

A. APPLICATION.

1. This charter sets forth the mission, organization, and rules of procedure for the Town Meeting Committee of the Town of Danville, which is referred to herein as “the body.”
2. The Selectboard may amend or repeal this charter as needed.

B. MISSION.

1. The Town Meeting Committee identifies options for enhancing local participatory democracy in traditional Town Meeting by conducting research, soliciting and considering public input, and making recommendations to the Selectboard and School Board by January 2025.
2. The output of this committee should not be a single course of action, but a set of feasible, acceptable, and suitable options that the Selectboard and School Board can choose from to begin to implement with the 2025 Town Meeting, subject to ultimate approval by the voters of the Town.
3. The committee should make an interim report at the 2024 Town Meeting and preceding information meetings.

C. ORGANIZATION.

1. The body shall be made up of 5 to 9 members appointed by the Selectboard.
2. All members will serve until the body completes its mission, they resign, or the Selectboard votes to remove or replace them.
3. The body shall elect a chair, who will appoint a secretary as needed.
4. The chair of the body shall preside over meetings. The chair shall preserve order in the meeting and shall regulate its proceedings by making determinations about all questions of order or procedure. If the chair is absent, the body shall select a member to act as chair for that meeting.
5. The chair shall appoint a secretary for each meeting. The secretary shall take and maintain meeting minutes in accordance with 1 V.S.A. § 312(b)(1) and shall publish draft and final meeting minutes online at <https://danvillevermont.org> in accordance with 1 V.S.A. § 312(b)(2).
6. Pursuant to their assigned responsibilities, committee members may represent the efforts of the body and make any decisions pursuant to the approval for action made at a duly convened meeting. Such action and scope of approval will be detailed in the minutes of that meeting. In specific, no raising or expenditure of funds and no actions binding the body shall be made prior to presentation, discussion and approval at a duly convened meeting.

D. AGENDAS AND MEETING NOTICES.

1. Each 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. This body shall adopt a resolution establishing a time and place for regular meetings. The chair shall ensure that the dates, times, and locations of regular meetings are posted online at <https://danvillevermont.org>. Regular meeting agenda shall be posted online and on bulletin boards at the Town Office, the U.S. Post Office, and Marty's First Stop at least 48 hours before the meeting.

3. The chair may schedule special meetings as required. At least 24 hours prior to a special meeting, the chair shall give notice to all members of the body, unless previously waived; shall notify any person who has requested to be notified; and shall also give notice of the meeting's time, place, and purpose to the *Caledonian Record*. Special meeting agendas shall be posted online at <https://danvillevermont.org> and on bulletin boards at the Town Office, the U.S. Post Office, and Marty's First Stop at least 24 hours before the meeting.

4. This body shall not hold emergency meetings.

5. All business shall be conducted according to the noticed agenda, except that any addition to, deletion from, or changes in sequence to 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 postponing or tabling actions, may be made by majority vote of the body.

E. MEETINGS.

1. As a committee of the Selectboard, the body is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law, 1 V.S.A. §§ 310-314. Meetings must be open to the public at all times, except as provided in 1 V.S.A. § 313.

2. A majority of half the number of appointed members plus one, rounded down, 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.

3. 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.

4. 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.

5. A member of the body may attend a 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.

6. Meetings may be recessed to a time and place certain.

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 body. By majority vote, the body may close public comment on an item.

3. Members of the public must be acknowledged by the chair before speaking.
4. All persons present at a 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 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.