

OCTOBER 2025

RULES OF PROCEDURE FOR

TOWN OF DANVILLE SELECTBOARD

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. Meetings of the Selectboard of Danville must be always open to the public, except as provided in 1 V.S.A. § 313.

APPLICATION. This policy setting forth rules of procedure shall apply to the Selectboard of the Town of Danville, referred to below as “the body.” These rules shall 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.

ORGANIZATION

1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair’s absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
2. 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. Three members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. 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.
5. 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.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion only after being recognized by the chair. The chair will entertain motions to close or limit debate.
7. 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.
8. Meetings may be recessed to a time and place certain.

AGENDAS

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Those who wish to be added to the meeting agenda shall contact the Assistant to Selectboard 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, a meeting agenda shall be posted in or near the Town Office, at Marty's First Stop at the Danville Post Office, and online at the link below. The Assistant to the Selectboard will also make the agenda available to any person who requests such agenda prior to the meeting.
<https://danvillevt.gov/Selectboard/Selectboard-agenda/>
3. The chair shall conduct all business 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 consensus or majority vote of the body.

MEETINGS

1. Regular meetings shall take place on, the first and third Thursday of the month at 6pm at Town Hall located at 36 Route 2 W, Danville, VT 05851 in the rear conference room.
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 of the Caledonian Record; and to any person who has requested notice of such meetings. In addition, agendas posted as above shall serve as notices of special meetings.
3. Emergency meetings may be held without public announcement, without posting of notices, 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 condition requiring immediate attention by the public body.
4. A member of the 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 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 (regular, special, or emergency) 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.

PUBLIC PARTICIPATION

1. All meetings of the body are meetings in the public. A time for general public comment will be given before the Visitor portion of the meeting. At all other times during the meeting, the chair shall afford members of the public the opportunity to express opinions about matters considered by the body, after discussion by the body but before the matter is put to vote.
2. Members of the body and the public must address comments to the chair or the body and not to any individual member of the body or public
3. The chair must acknowledge members of the public before they speak.
4. 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.
5. All persons present at the meeting shall observe order and decorum. 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.
6. 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 October 16, 2025:

Janice Ouellette

Glenn Herrin

Alison Low

Matthew Choate