

**2020**  
**TOWN OF DANVILLE INTERIM**  
**RULES OF PROCEDURE FOR**  
**MUNICIPAL BOARDS, COMMITTEES, AND COMMISSIONS DURING THE**  
**COVID-19 STATE OF EMERGENCY**

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**A. PURPOSE**

The Selectboard of Danville, VT, 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 Selectboard of Danville, VT must be open to the public at all times, except as provided in 1 V.S.A. § 313. The Open Meeting Law was temporarily amended during the Governor's stay at home order to allow for meetings to be held. The public is encouraged to attend the meetings by phone or computer by following the instructions on the agenda. See AGENDAS #2 below for locations.

**B. APPLICATION**

This policy setting forth rules of procedure shall apply to the Selectboard of the Danville, VT municipality, which is referred to below as "the body." These rules shall apply to all regular, special, and emergency meetings of the body.

**C. 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. A majority of the 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 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. Meetings may be recessed to a time and place certain.
8. These rules may be amended by majority vote of the body, and must be readopted annually.

#### **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 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 municipal office and at the following designated public places in the municipality: Post Office and Marty's along with [www.danvillevermont.org](http://www.danvillevermont.org) and Front Porch Forum. 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 first and third Thursday of the month at 6 p.m. using remote meeting software like Zoom.
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 on the Danville website and Front Porch Forum.
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. For remote meetings, the Zoom electronic platform will be used allowing for access by members and the public either by phone, computer or both. One person will manage the meeting platform admitting members and attendees into the meeting. At the start of the meeting the Chair will announce that the meeting is being recorded and will be archived by the Town. The chair will ask those having trouble hearing the meeting or communicating during the meeting to use the chat box, audio line or phone number to communicate the problem so it can be resolved before continuing the meeting. The chair will then ask for all attendees to identify themselves so their attendance can be recorded in the minutes. Voting that is not unanimous must be done by roll call.

#### **F. PUBLIC PARTICIPATION**

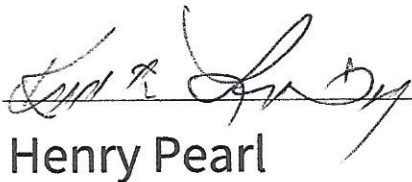
1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. During each agenda item, but before any action is taken by the public body at each meeting, there may be two minutes per person afforded for open public comment. By majority vote, the body may increase the time for open public comment and its place on the agenda.
3. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public. Participants in the remote meeting ask the chair for the opportunity to ask questions via phone, chat box or using the computer audio. Participants are asked



to mute their phones or computer mics when not asking a question. If background noise becomes too much of a nuisance, the person running the software for the meeting may mute members and attendees. At various times during the meeting, when the chair asks for questions or input, members and participants will be unmuted.


4. Members of the public must be acknowledged by the chair before speaking.
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.
  - d. Order the meeting software manager to disconnect the disorderly person(s) from the electronic meeting platform.

ADOPTED:

  
Henry Pearl

  
Eric Bach

  
Kristin Franson

  
Kellie C. Merrell

Selectboard Signatures

6/4/2020

Date

Signature:   
Henry Pearl (Jun 3, 2020 12:38 EDT)

Email: [hpearl@danvillevermont.org](mailto:hpearl@danvillevermont.org)