

Town of Westfield Board of Listers Rules of Procedure

I PURPOSE: The Board of Listers of the Town of Westfield 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 Board of Listers of the Town of Westfield must be open to the public at all times, except as provided in 1 V.S.A. § 313. At such meetings, the public must be afforded reasonable opportunity to give its opinion on matters considered by the Board of Listers so long as order is maintained. Such public comment is subject to the reasonable rules established by the Chair of the Board of Listers. 1 V.S.A. § 312(g).

II APPLICATION: This policy setting forth rules of procedure for Board of Listers meetings shall apply to all regular, special, and emergency meetings of the Town of Westfield Board of Listers.

III PROCEDURES:


1. The Chair of the Board of Listers, or in the chair's absence, the vice-chair, shall chair all Board of Listers meetings.
2. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h).
3. A majority of the members of the Board of Listers shall constitute a quorum. If a quorum of the members of the Board of Listers is not present at a meeting, the only action that may be considered by the Board of Listers is a motion to recess or adjourn the meeting.
4. At the beginning of each Board of Listers meeting, there shall be 5 minutes afforded for open public comment. By majority vote, the Board of Listers may increase the time for open public comment and may adjust the agenda items and times accordingly.
5. Each Board of Listers meeting shall have an agenda. Those who wish to be added to the meeting agenda shall contact the Board of Listers Chair or Town Clerk to request inclusion on the agenda. The Board of Listers chair shall determine the final content of the agenda.
6. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the Board of Listers, the order of items to be considered and/or the time allotted may be modified.
7. Public comment on issues discussed by the Board of Listers, if not offered during the open public comment period, may be offered during the meeting with the permission of the Chair. Such comment, if permitted, shall be limited to 2 minutes, unless by majority vote, the Board of Listers sets a different time limit.
8. Meetings may be recessed to a time and place certain.

9. These rules shall be made available at all meetings, and procedures for public comment shall be reviewed at the beginning of all meetings.
 10. These rules may be amended by majority vote of the Board of Listers, and must be re-adopted annually at the organizational meeting.
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Originally Adopted May 14, 2022

RE-ADOPTED:



Danny Young, Chair



Scott Dunn



Shelley Martin

Signed and Re-Adopted: May 14, 2022 at the Board of Listers meeting.



Attest: LaDonna Dunn
Town Clerk