

**TOWN OF BROOKLINE  
SELECTBOARD RULES OF PROCEDURE**

**A. PURPOSE:**

The Selectboard of the Town of Brookline is required by law to conduct meetings in accordance with the Vermont Open Meeting Law, 1 V.S.A. § 310-314. Meetings of the Selectboard of the Town of Brookline 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 Selectboard so long as order is maintained. Such public comment is subject to the reasonable rules established by the Chair of the Selectboard, 1 V.S.A. § 312(h).

**B. APPLICATION:**

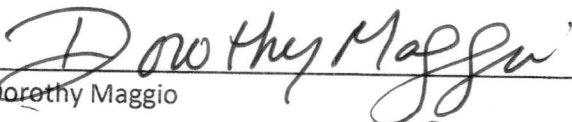
This policy setting forth rules of procedure for Selectboard meetings shall apply to all regular, special and emergency meetings of the Town of Brookline Selectboard.

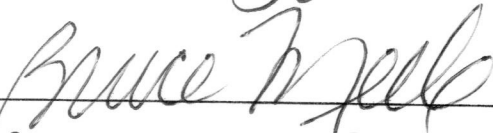
**C. PROCEDURES:**

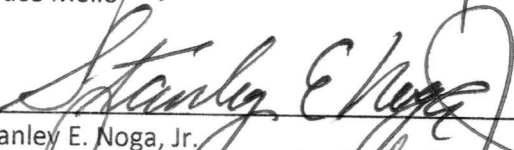
1. The Chair of the Selectboard, or in the Chair's absence, the Vice-Chair, shall chair all Selectboard meetings. If both the Chair and the Vice-Chair are absent, a member selected by the board shall chair the meeting.
2. The Chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h). Any ruling may be challenged by majority vote of the Selectboard.
3. A majority of the members of the Selectboard shall constitute a quorum. If a quorum of the members of the Selectboard is not present at a meeting, the only action that may be considered by the Selectboard is a motion to recess or adjourn the meeting.
4. At the beginning of each Selectboard meeting, previous minutes shall be approved. The following item on the agenda shall be Members of the Public. There shall be five minutes afforded for comment for each scheduled member of the public and two minutes per person for unscheduled members of the public. By majority vote, the Selectboard may increase the time for comment and may adjust the agenda items and times accordingly.
5. Each Selectboard meeting shall have an agenda, with time allotted for each item of business to be considered by the Selectboard. Those who wish to be added to the meeting agenda shall contact the Chair of the Selectboard to request inclusion on the agenda. The Selectboard Chair shall determine the final content of the agenda.
6. All business shall be conducted in the same order as it appeared on the agenda, except that by majority vote of the Selectboard, the order of items to be considered and/or the time allotted may be modified.

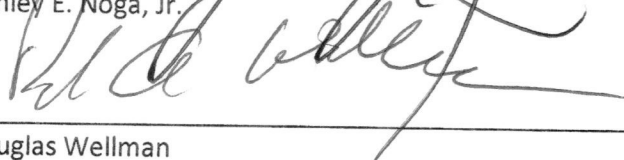
7. Public comment on issues discussed by the Selectboard, if not offered during the Unscheduled Members of the Public period, may be offered at any time during the meeting with the permission of the Chair. Such comment, if permitted, shall be limited to two minutes, unless by majority vote, the Selectboard sets a different time limit.
8. The Chair shall assure that all who wish to speak on any issue are afforded the opportunity, with the two-minute time limit and option for extending that time period as stated above, before anyone who has already spoken is afforded a further opportunity.
9. The Selectboard shall table unwarned items that come up at a Selectboard meeting until they can be warned for the next Selectboard meeting, unless they are of an emergency nature requiring immediate action.
10. Meetings may be recessed to a time and place certain.
11. These rules shall be made available at all meetings.
12. These rules may be amended by majority vote of the Selectboard and must be re-adopted annually at the organizational meeting.


Adopted by the Selectboard. Town of Brookline at its meeting held on the 6<sup>th</sup> day of March, 2024.

  
Dorothy Maggio

  
Bruce Mello

  
Stanley E. Noga, Jr.

  
Douglas Wellman

  
Michael DeSocio