

RULES AND REGULATIONS FOR ORDERLY CONDUCT OF BUSINESS

DEFINITIONS

Regular Meetings -Scheduled or special meetings with an agenda, where items are reported on and discussed and motions may be made and voted.

Special Meetings -Special meetings for the purpose of reviewing one or more reports, schedules, formats, or proposals, and formulating or amending same but otherwise a "regular meeting." Special meetings must be publicly announced at least 24 hours in advance of the meeting.

Public Hearing -A meeting or part of a meeting set aside for input by the public at large with regard to a proposed ordinance, report or specific idea, or proposal or project, and warned as a "public hearing".

Informational Meeting -A meeting or part of a meeting for the purpose of dissemination of information to the public at large on a specific proposal, report, idea or project by the Selectboard, staff or consultants conducted by the Selectboard and warned as an "Informational Meeting".

PREAMBLE

The within "Rules and Procedures" are intended to facilitate the orderly conduct of the business of the Town of Essex and specifically to establish an understanding among the members of the Selectboard, staff and the public of the existence of a consistent procedure for agendas and participation in and at meetings of the Selectboard.

It is recognized by these rules and the policy of the Selectboard, that the general welfare of all of the residents or a majority of them is paramount in the resolution of issues and, therefore, the Selectboard will conduct its business in a manner that affords the greatest opportunity for full disclosure of facts pertinent to the issue. To this end, an orderly agenda is necessary. However, public awareness and input through the several methods outlined herein will be sought and encouraged.

It is the intent of the Selectboard to exercise the authority and trust vested in it as a representative body to conduct the affairs of the public, as it deems, on the merit of the information before it, is in the best interest of the Town of Essex and its residents, affording all parties the opportunity to prepare comments upon issues before they are discussed in a public meeting.

PARTICIPATION

1. **Public Meetings** -Regular participation shall include the members of the Selectboard and the Town Manager and staff or consultants whose participation is pertinent to the issues on the agenda. Other individuals shall be included on the agenda in accordance with number 4 below.

2. All participants shall address the Chair who shall insure that each participant has the opportunity to be heard without interruption or competing conversations.
3. People wishing to speak shall seek recognition from the Chair by raising their hand or making a similar gesture or other method adopted by the Selectboard. Only the Chair should interrupt the speaker, and only in exercise of the impartial role of Chair. Speakers shall keep statements pertinent to the agenda item being discussed and the Chair shall suppress divergent comments.
4. If necessary to interrupt, a Selectboard member or Manager should:
 - a. Seek permission from the Chair;
 - b. Speakers interrupted may yield or not. In the latter case, the Chair may allow the interruption, in the former case the interrupter will be allowed to speak as provided above.
 - c. Chair may interrupt speaker and recognize interrupter.
 - d. If recognized, interrupter may either:
 - (1) Direct question or brief comment to the Chair;
 - (2) Ask permission to interrogate speaker directly;
 - e. Questions or comments should be brief.
 - f. The Chair shall take responsibility to track developments and assure speaker gets back expeditiously to where the speaker left off.
5. Side conversations shall not be allowed at the table or from the audience. Persons invited to participate should come to the table and participate in the same manner as the Selectboard and Manager.
6. Only the Chair may, at an appropriate time, call for a vote on a motion made and seconded. A member may, however, move the question.
7. The Chair should assure that each person at the table has an opportunity to speak, pass or reserve or speak and reserve. To reserve simply means that the person, while not wishing to speak at that time, reserves the privilege before a vote is taken.
8. The Chair shall alternate the rotation of comments to the extent practical.
9. Board members and all other participants shall welcome a variety of opinions. When disagreements occur, discussion shall remain civil and all viewpoints shall be treated with respect.

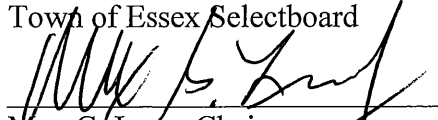
MOTIONS AND VOTES

1. It shall be the responsibility of the Chair to steer each issue to a conclusion. The Chair shall be alert to repetition and at the appropriate time shall ask the body if members are ready to vote, shall entertain motions, or shall invite additional comment.

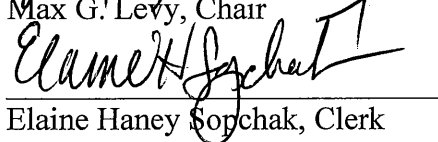
These rules are adopted under the authority of Section 204 of the Charter of the Town of Essex and as such are incumbent upon all persons in attendance. Upon failure to yield to the Chair, any person may be warned and then expelled from the meeting place.

Adopted on September 13, 1984 by the Town of Essex Selectboard. Amended on November 16, 1987; December 7, 2009; April 5, 2010; October 16, 2017; April 16, 2018.

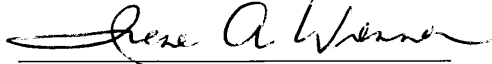
Town of Essex Selectboard



Max G. Levy, Chair

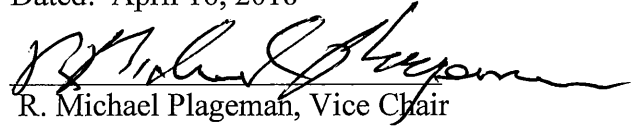


Elaine Haney Sopchak, Clerk



Irene A. Wrenner

Dated: April 16, 2018



R. Michael Plageman, Vice Chair



Andrew J. Watts