

**CITY OF BARRE
RULES OF PROCEDURE FOR
BARRE CITY BOARDS, COMMITTEES AND COMMISSIONS**

A. PURPOSE.

The Barre City Council, and all current and future City committees, boards and commissions as created and appointed by the City Council, are required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Barre City Council and all current and future City committees, boards and commissions must be open to the public at all times, except as provided in 1 V.S.A. § 313.

B. APPLICATION.

This policy setting forth rules of procedure shall apply to all regular, special and emergency meetings of the Barre City Council, which is referred to below as the “council”.

This policy shall also apply to all regular, special and emergency meetings of all current and future City committees, boards and commissions created and appointed by the City Council, which are individually referred to below as “the body.”

**C. PROCEDURES.
CITY COUNCIL.**

1. The mayor shall serve as the chair of the council. The council shall annually elect from among its members a councilor to serve as acting mayor in the mayor’s absence. If both the mayor and the acting mayor are absent, a member selected from among the councilors in attendance shall act as chair for that meeting.
2. The mayor/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 and shall enforce these rules as required by 1 V.S.A. § 312(h).
3. Order and decorum shall be observed by all persons present at the meeting. Neither members of the council, nor the members of the public, shall delay or interrupt the proceedings or the peace of the /council, or disturb any member while speaking. Neither members of the council, nor the members of the public, shall refuse to obey the orders of the mayor or other presiding members. Any person making personal, impertinent, slanderous, threatening, or profane remarks shall be called to order by the mayor and may be ordered removed from the meeting if necessary.
4. A majority of the seats on the council shall constitute a quorum. If a quorum of the members of the council is not present at the meeting, the only action that may be considered by the council is a motion to recess or adjourn the meeting.
5. No single member of the council shall have authority to represent or act on behalf of the council unless, by majority vote, the council has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
6. Regular meetings of the council shall take place as provided for in city charter sec. 302. Notice of regular meetings shall be posted on the city hall bulletin board and at two other locations in the city as designated by the council, at least seven (7) days in advance of the meeting, excluding holidays.

7. Special meetings of the council may be called at any time by the mayor. They may also be called by the clerk on a petition signed by a majority of the council and filed with the clerk. Notice of special meetings shall be served on the council members by the clerk delivering to each member a copy of the call, or leaving it at the place of the member's residence. City charter sec. 303. Notice of special meetings shall be posted on the city hall bulletin board and at two other locations in the city as designated by the council, except that the mayor or three (3) councilors may reduce the time limited for posting to not less than four (4) hours, in which case the news media located in the city shall be notified at least four (4) hours before such meeting.
8. 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 on the city website (www.barrecity.org). The agenda must also be made available to any person who requests such agenda prior to the meeting.
9. A member of the council 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.
10. Councilors may only vote electronically where a quorum of the council is not present and the lack of a quorum would prevent the council from taking warned action. Voting by councilors by electronic or other means must be done by roll call. If a majority of the members wish to attend a meeting by electronic or other means, the requirements of V.S.A. § 312(a)(2) must be met.
11. Electronic participation of executive or deliberative sessions shall be strictly prohibited.
12. If a quorum or more of the council attend a meeting without being physically present at a designated meeting location, the following requirements shall be met:
 - a. At least 24 hours prior to the meeting, or as soon as practicable prior to an emergency meeting, the council shall publicly announce the meeting and post notice of the meeting on the city hall bulletin board and at two other locations in the city as designated by the council.
 - b. The public announcement and posted notice of 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 council, or at least one staff or designee of the council, shall be physically present at each designated meeting location.
13. Public comment: Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the council so long as order is maintained. Such public comment is subject to the following rules:
 - a. At the Visitors and Communications section of each meeting, there will be time afforded for open public comment. The amount of time designated for public comment and the order in which people shall address the council shall be controlled by the mayor.
 - b. Public comment on issues discussed by the council, if not offered during the open public comment period, may be offered during the meeting with the permission of the mayor.

- c. No member if the public may speak during the meeting unless called upon or recognized by the mayor.
 - d. Comment by the public or members of the council should be addressed to the mayor or to the council as a whole and not to any individual.
14. Each regular and special meeting of the council shall have an agenda, with time allotted for each item of business to be considered. Those who wish to be added to the meeting agenda shall contact the city manager's office to request inclusion on the agenda. The mayor shall determine the final content of the agenda.
 15. 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 meetings. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has concluded. 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 council.
 16. Motions made by councilors require a second. The mayor may not make motions or seconds, but may vote on any properly moved question of the council. A motion will only pass if it receives the votes of a majority of the members of the council.
 17. Any councilor may request a roll call vote. All votes taken when one or more councilors attend a meeting through electronic or other means shall be taken by roll call.
 18. Meetings may be recessed to a time and place certain.
 19. These rules shall be made available at all meetings, and procedures for public comment may be reviewed at the beginning of any meeting.
 20. These rules may be amended by majority vote of the council, and must be readopted annually.

D. PROCEDURES.

OTHER COMMITTEES, BOARDS, COMMISSIONS.

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 and shall enforce these rules as required by 1 V.S.A. § 312(h).
3. 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 body, or disturb any member while speaking. Neither members of the body, nor the members of the public, shall refuse to obey the orders of the chair or other presiding members. Any person making personal, impertinent, slanderous, threatening, or profane remarks shall be called to order by the mayor/chair and may be ordered removed from the meeting if necessary.

4. 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, the only action that may be considered by the body is a motion to recess or adjourn the meeting.
5. No single member of the body shall have authority to represent or act on behalf of the council/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.
6. 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 on the city website (www.barrecity.org). The agenda must also be made available to any person who requests such agenda prior to the meeting.
7. 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.
8. Members of the body may only vote electronically where a quorum of the body is not present and the lack of a quorum would prevent the body from taking warned action. Voting by electronic or other means must be done by roll call. If a majority of the members wish to attend a meeting by electronic or other means, the requirements of V.S.A. § 312(a)(2) must be met.
9. Electronic participation of executive or deliberative sessions shall be strictly prohibited.
10. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location, the following requirements shall be met:
 - a. At least 24 hours prior to the meeting, or as soon as practicable prior to an emergency meeting, the body shall publicly announce the meeting and post notice of the meeting on the city hall bulletin board and at two other locations in the city as designated by the council.
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 - a. At the Visitors and Communications section of each meeting, there will be time afforded for open public comment. The amount of time designated for public comment and the order in which people shall address the body shall be controlled by the chair.
 - b. Public comment on issues discussed by the body, if not offered during the open public comment period, may be offered during the meeting with the permission of the chair.
 - c. No member of the public may speak during the meeting unless called upon or recognized by the chair.

- d. Comment by the public or members of the body should be addressed to the chair or to the body as a whole and not to any individual.
12. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered. Those who wish to be added to the meeting agenda shall contact the chair to request inclusion on the agenda. The chair shall determine the final content of the agenda.
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14. Motions made by members require a second. The chair may not make motions or seconds, but may vote on any properly moved question of the body. A motion will only pass if it receives the votes of a majority of the members of the body.
15. Any member of the body may request a roll call vote. All votes taken when one or more members attend a meeting through electronic or other means shall be taken by roll call.
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17. These rules shall be made available at all meetings, and procedures for public comment may be reviewed at the beginning of any meeting.

Approved and adopted by the Barre City Council on July 15, 2014.