

## Meeting Policy

1. An organizational meeting shall be held at the first meeting following Town Meeting.
  - a. Elect Chair.

The Chair will approve the agenda for and conduct the Select Board's meeting; coordinate the affairs of the Board with due concern that all members' views are heard and considered; and act as liaison to the Town Manager.
  - b. Elect Vice-Chair.

The Vice-Chair will assume the duties of the Chair in their absence. The Vice-Chair is tasked with organizing office hours and the town forum.
  - c. Elect Clerk (Town Manager unless voted otherwise).

The Clerk will be responsible for (1) preparation for Select Board's meetings and keeping complete and accurate minutes of Select Board's meetings and (2) is authorized to provide attested copies of Select Board votes and minutes, as necessary.
2. Meetings should normally start promptly at 7:00 p.m. on Tuesdays. Unless the Board votes otherwise, no new business will be introduced later than 10:00 PM, and unfinished business will be postponed until the next meeting. Meetings will be held twice a month unless the need for a special meeting arises or the Board votes to hold fewer meetings.
3. Actions and decisions shall be by motion, second, and vote. If the vote is not unanimous, the minutes shall reflect the vote of each Select Board member.
4. For the meeting, the Town Manager shall:
  - a. Provide Select Board with pertinent documents and supporting materials in support of agenda items prior to meetings. Best efforts shall be made to issue these documents and supporting materials by EOD Fridays or two business days prior to meetings.
  - b. Have on hand all back-up data and files appropriate to a scheduled item of discussion. In addition, they shall provide any data, analyses, and recommendations as appropriate.
  - c. In conjunction with the Chair, draft motions in advance of meeting.
  - d. Provide comments relative to current events and issues in town.

(Amended 05/10/76, 04/23/84, 10/29/84, 11/08/84, 07/08/96, 5/26/20, 6/13/23)