

## NEWPORT CITY

### RULES OF PROCEDURE FOR PLANNING COMMISSION MEETINGS

#### A. PURPOSE.

The Newport City Planning Commission ("PC") 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 PC 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 PC.

#### C. ORGANIZATION.

1. The PC shall annually elect a Chair, Vice-Chair and Secretary. The election shall take place at the first regular PC meeting held subsequent to the annual City meeting in March of each year. Elections shall be held at such other times as are necessary to fill vacancies.
2. The Chair or, in the Chair's absence, the Vice-Chair shall preside over all meetings. If both the Chair and Vice-Chair are absent but a quorum is present, a member selected by those members of the PC in attendance shall serve as acting chair for that meeting.
3. 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.
4. A majority of the members of the PC shall constitute a quorum. If a quorum of the members of the PC is not present at a meeting, no meeting shall take place.
5. No single member of the PC shall have authority to represent or act on behalf of the PC unless, by majority vote, the PC has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
6. Motions made by members of the PC require a second before a vote can be called. A motion will pass only if it receives the affirmative votes of a majority of the total membership of the PC.
7. There is no limit to the number of times a member of the PC may speak to a question. A member may speak or make a motion only after being recognized by the Chair. Motions to close or limit debate will be entertained.
8. Any member of the PC may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for

votes that are not unanimous.

9. Meetings may be recessed to a time and place certain.
10. These rules may be amended by majority vote of the PC, and must be readopted annually.

D. AGENDAS.

1. Each regular and special meeting of the PC shall have an agenda. In general, the agenda for each regular meeting shall be determined at the conclusion of the preceding meeting, prior to consideration of "other business." The Chair may subsequently add items to the agenda and shall determine the final content of the agenda.
2. 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 in or near the Newport City Clerk's office and at the following additional designated places in the municipality: Goodrich Memorial Library and the U.S. Post Office. The agenda shall also be posted on <http://newportvermont.org> website and made available to any person who has requested notice of such meetings.
3. 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 meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made at any time during the meeting.

E. MEETINGS.

1. Regular meetings shall take place on the first and third Tuesday of the month at 7:00 P.M. in the Council Room of the Municipal Building, unless otherwise warned.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the PC unless previously waived; posting in or near the Newport City Clerk's office and at the following additional designated places in the municipality: Goodrich Memorial Library and the U.S. Post Office. Notice shall also be posted on <http://newportvermont.org/> website and sent to any person who has requested notice of such meetings.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the PC.
4. A member of the PC 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. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the PC attends a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for 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 PC, or at least one staff or designee of the PC, shall be physically present at each designated meeting location.

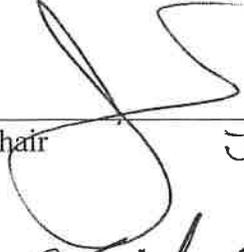
F. PUBLIC PARTICIPATION.

1. All meetings of the PC are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the PC prior to vote, so long as order is maintained according to these rules. Public comment shall be subject to such additional reasonable rules as may be established by the Chair (e.g. time limits).
2. Comment by the public or members of the PC must be addressed to the Chair or to the PC as a whole, and not to any individual member of the PC or public.
4. Members of the public must be acknowledged by the Chair before speaking.
5. If a member of the public has already spoken on a topic, that person may not be recognized again until others have first been given the opportunity to comment.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the PC nor the members of the public shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the PC and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
7. Members of the PC and members of the public shall obey the orders of the Chair. The Chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when the Chair determines in the Chair's sole discretion that deviation from the process is warranted:
  - a. Call the meeting to order and remind all persons in attendance of the applicable rules of procedure.
  - b. Declare a recess or table the issue.
  - c. Adjourn the meeting until a time and date certain.
  - d. Request that disorderly person(s) leave the meeting.

- e. Order law enforcement to remove disorderly person(s) from the meeting.

APPROVED AND ADOPTED ON March 24, 2020

Chair

  
John P. Monette

Secretary

  
Daniel Pickering