

## **Town of Richmond**

### **Open Public Meetings Policy**

Purpose: It is the policy of the Town of Richmond to comply with 1 V.S.A. 310 et seq. to provide proper warning and conduct of public meetings for all official town boards and committees.

#### **Policy:**

#### **Meeting Schedules**

A warning of the regular schedule of meetings shall be posted annually on the bulletin board outside of Town Center located at 203 Bridge Street in Richmond. Additionally, a copy of this schedule shall be posted at the Richmond Free Library, the Richmond Post Office and the Jonesville Post Office, and online at the town's official website. The use of online message boards or other media shall be encouraged. The meeting warning must, at a minimum, provide a date, location, and time of meeting. Any revised meeting schedule, change of date, or warning of special meetings, shall be warned in the same manner as the annual schedule of meetings.

#### **Agendas**

An agenda for each meeting, whether regularly scheduled, special or emergency, shall be posted on the bulletin board outside of Town Center located at 203 Bridge Street in Richmond. Additionally, a copy of each agenda shall be posted at the Richmond Free Library, the Richmond Post Office and the Jonesville Post Office, and online at the town's official website. The use of online message boards or other media shall be encouraged. The agenda must, at a minimum, provide a date, location, time of meeting and list of business to be transacted during the meeting, and posted at least 48 hours in advance of the meeting, or in the case of an emergency meeting, 24 hours in advance.

Any additions to the warned agenda may only be made during the first item of business for said meeting, and otherwise in accordance with 1 V.S.A. 312.

#### **Meeting Attendance**

A quorum is required for any official town board or committee to hold a meeting. A quorum is the minimum number of members required to conduct business, and in Richmond a quorum will be the number of members required to have attendance above 50% of the full membership. Should a member of a board or committee create a lack of quorum by exiting an active meeting, said meeting shall be automatically adjourned at that time with no further official actions allowed, except however, recusals for ethical or other reasons shall not apply as long as the recusing member returns to the meeting following the discussion in question.

Members may attend a meeting electronically when necessary, in accordance with 1 V.S.A. 312(a)(2).

### Public Participation

Each meeting of any official town board or committee shall include a scheduled time where the public may speak about topics of their choosing. Boards and committees will be allowed to create rules to govern the length of time that the public is allowed to speak at meetings, in accordance with applicable law.

Following the opening of a public meeting, the public may only be excluded for the reasons spelled out in 1 V.S.A. 313.

### Minutes

Minutes of all official meetings must be kept and maintained by the Town. Each board and committee must identify someone who will be responsible for meeting the standards for minutes under 1 V.S.A. 312(b).

### Penalties and Enforcement

Penalties and Enforcement of this policy shall defer to 1 V.S.A. 314. The Selectboard shall be designated as the body to investigate and issue determinations on complaints of violation of this policy or state law. The Selectboard is empowered to obtain information from any official boards and committees, and their membership, and take into account information provided from other sources. Complaints against the Selectboard shall be heard by the Selectboard. Determinations shall be made in accordance with state law.

Adopted by the Richmond Selectboard

July 7, 2014









