



TOWN OF MENDON

Town of Mendon

RULES OF CONDUCT & PROCEDURE AT PUBLIC MEETINGS

- A. PURPOSE.** Public bodies of the Town of Mendon (“Town”) are required to conduct meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of any public body (“Body”) of the Town shall be open to the public at all times, except as provided in 1 V.S.A. § 313. Public Bodies of the Town meet for the purpose of conducting the business of and making policy for the Town. The public is entitled to attend and observe these meetings. These rules are to provide for reasonable public comment and participation within the course of such meetings.
- B. APPLICATION.** These rules of conduct and procedure shall apply to all regular, special, and emergency meetings of any public body of the Town of Mendon. Public body shall have the same definition as 1 VSA §310(4).
- C. PROCEDURES.**
1. The chair of the public body, or in the chair’s absence, the vice-chair, shall chair all meetings of the public body.
 2. The chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h).
 3. A majority of the members of the public body shall constitute a quorum. If a quorum of the members of the Public body is not present at a meeting, the only action that may be considered by the Public body is a motion to recess or adjourn the meeting.
 4. Each meeting of a public body shall have an agenda, with time allotted for each item of business to be considered by the public body. Those who wish to be added to the meeting agenda shall contact the Town Administrator in the case of the Selectboard, and the chair of the public body in all other instances, to request inclusion on the agenda at least four days prior to the meeting. The chair of the public body shall determine the final content of the agenda. Additions and deletions will be the first order of business of each meeting in accordance with the Open Meeting Law.
 5. Agendas for regular meetings of the public body shall be posted on the Town website not later than forty-eight (48) hours prior to the start of the meeting. Agendas for special meetings, including rescheduled regular meetings, of the public body shall be posted on the Town’s website not later than twenty-four (24) hours prior to the start of the meeting. Notice of meeting cancellation shall be posted on the Town website and outside the Town office.
 6. All business shall be conducted in the same order as it appears on the agenda, except that by majority vote of the public body, the order of items to be considered and/or the time allotted may be modified.



TOWN OF MENDON

7. Meetings may be recessed to a time and place certain.
8. These rules shall be posted on the Town website and made available by request. Procedures for public comment may be reviewed at the beginning of meetings when necessary.
9. These rules may be amended by majority vote of the public body and must be readopted annually at the organizational meeting of the Selectboard.
10. All public meetings will be held in-person or hybrid in- person with remote access. All in-person meetings will be conducted with law enforcement present, unless the chair of the public body requests and receives waiver of this requirement from the Chair of the Selectboard on a case-by-case basis.
11. Access to the public building where the meeting will take place will be limited to members of the public body, town staff, public safety officials, and invited members of the public, for the purpose of setting up the room and meeting and distributing meeting materials prior to the meeting being called to order. No business shall be discussed or conducted prior to the meeting call-to-order. Members of the general public will have access to the meeting space once law enforcement is present, prior to the public meeting being called to order. If law enforcement becomes unavailable to attend the public meeting, the meeting will be re-warned or called to order only to conduct business to adjourn to a set date and time in the future in accordance with the Open Meeting Law. Starting five minutes prior to the start of a scheduled public meeting, the Chair of the public body will keep the public informed of the reason for delay if the public building is not yet open to the public.
12. Regular Selectboard Meetings are scheduled for Monday nights at 5:30 PM. The agenda cut-off time for those meetings is Thursdays by noon.
13. All other public bodies of the Town are required to annually adopt a regular meeting time which shall be posted on the Town website.

D. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in public, not of the public. Members of the public shall be afforded a reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. Members of the public have the right to attend a public meeting of public body without identifying themselves but will not be permitted to speak or participate unless and until they identify themselves. This provision does not apply in the case of a request for identification by a law enforcement officer.
3. At each meeting of the public body, there shall be reasonable time afforded on the agenda for public comment. Each participant will have an opportunity to make a public comment for 2 minutes. By majority vote, the public body may increase the time for public comment and may adjust the agenda items and times accordingly.
4. Public comment shall be at the end of each meeting and shall be limited to the topics on the agenda,



TOWN OF MENDON

unless the public body votes otherwise.

5. Comments by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
6. Members of the public must be acknowledged by the chair before speaking and shall announce their full name prior to making public comments.
7. If a member of the public has already spoken on a topic, they may not be recognized again until others have first been given the opportunity to comment.
8. 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 meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
9. Meeting attendees will refrain from behavior which will disrupt the public meeting. This will include making loud noises, clapping, shouting, booing, hissing, talking in a private conversation audible to other meeting participants, or engaging in any other activity in a manner that disturbs, disrupts or impedes the orderly conduct of the meeting.
10. Members of the body and members of the public shall obey the orders of the chair or other presiding member of the body. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in their sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the body and the public 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. Order the constable to remove disorderly person(s) from the meeting.

DATED: March 16, 2026

Selectboard:

/s/ Megan Smith

/s/ Seth Bridge

/s/ Sarah Buxton