

Mount Holly, Vermont, Planning Commission  
Rules of Procedure

**Adopted 3/29/2004**

**Article 1 Governing Rules**

- 1.1 **Commission Establishment:** As used in these rules, the term “Commission” shall mean the Town of Mt. Holly Planning Commission duly appointed by the Select Board of the Town of Mt. Holly under the authority of 24 V.S.A §4321.
- 1.2 **Source of Authority:** The Commission of the Town of Mt. Holly shall be governed by the provisions of all applicable State Statues, Town Plan and Bylaws, and those rules under the authority of 24 V.S.A. 4323(b).

**Article 2 Membership**

- 2.1 **Membership:** Members of the Commission shall be appointed by, and any vacancy filled, by the Selectboard. The Commission shall have five (5) voting members. The members of the Commission shall be residents of Mt. Holly. The members of the Selectboard shall be nonvoting ex officio members of the Commission.
- 2.2 **Terms:** Members shall be appointed for a three year term. The terms shall be staggered so that no more that two (2) terms expire in the same year.
- 2.3 **Removal:** Any member of the Commission may be removed for violation of the rules of procedure by the Selectboard following written charges and after a public hearing.
- 2.4 **Vacancies:** At the direction of the Chairperson, the Clerk shall give immediate notice of any vacancy to the Selectboard and request a replacement. Any vacancy among the officers of the Commission shall be filled by election, for the unexpired term, at the next regular meeting of the Commission.

**Article 3 Organizational Meeting**

- 3.1 Each year, at the regular meeting of the Commission in November, after the appointment of members by the Selectboard, the Commission shall; elect a Chairperson and Recording Secretary; shall establish the time and dates of the regular scheduled meetings: and adopt Rules of Procedure. .

**Article 4 Officers and Duties**

- 4.1 **Chairperson:** The Chairperson shall call the meeting together, preside over all meetings of the Commission, put all questions, maintain order, decide all questions of order and procedure, subject to these rules, and shall appoint any

Mount Holly, Vermont, Planning Commission  
Rules of Procedure

committee found necessary to carry out the business of the Commission, subject to the order of the voting members of the Commission. The Chairperson shall set the agenda for each month and forward to voting members prior to each meeting.

- 4.2 **Signature** : The Chairperson's signature shall be the official signature of the Commission.
- 4.3 **Recording Secretary**: The recording secretary shall keep the minutes of all Commission actions and proceedings, showing the vote of each member upon each motion, or if absent, disqualified, or failing to vote, shall so indicate; and shall include in the minutes the names of all persons in attendance. All minutes and other official actions shall be filed with the Town Clerk as a public record. The recording secretary shall cause all meetings to be electronically recorded and the minutes shall be sent to each member.  
The recording secretary shall assist the Chairperson with other duties as required.

**Article 5 Meetings**

- 5.1 **Regular Meetings**: Regular meetings of the Commission shall be held in the Town Office starting at 7:30pm, on the 3<sup>rd</sup> Monday of each month, unless changed by the Commission. The Chairperson shall give each member of the Commission forty-eight (48) hours notice of the cancellation of such meeting. A meeting may be recessed to a later date provided that the meeting is recessed to a time and place certain prior to adjournment.
- 5.2 **Special Meetings**: Special meetings of the Commission may be called by the Chairperson provided voting members are given at least forty-eight (48) hours notice for the purpose, time, place, and agenda of such meeting. Only items on the agenda shall be discussed.
- 5.3 **Order of Business**: The order of business at all regular meeting of the Commission shall be as follows:
1. Call to order
  2. Review and approval of preceding meeting minutes
  3. Old Business
  4. New Business
  5. Other Business
  6. Adjournment
- 5.3.1 **Agenda**: The meeting agenda shall be publicly posted prior to each regular meeting.

Mount Holly, Vermont, Planning Commission  
Rules of Procedure

- 5.4 **Time of Meeting:** Regular scheduled meetings shall begin at 7:30pm unless the Commission shall by majority vote in session set a later starting time. The Commission shall not begin considering any matter on the agenda not yet under consideration by the hour of 9:00pm except by unanimous consent of the Commission members present.
- 5.5 **Open Meeting:** All meetings of the Commission shall be open to the public, subject to the Vermont Open Meeting Law.

**Article 6 Voting**

- 6.1 **Quorum:** For the conduct of a meeting and the taking of any action a quorum must be present, which must consist of, at least, three (3) voting members of the Commission.
- 6.2 **Majority Vote Required:** Determination of any matter before the Commission shall require the concurrence of three (3) voting members of the Commission, regardless of any vacancies or disqualifications.
- 6.3 **Conflict of Interest:** No Commission member shall participate in any vote, on any matter in which he or she or his or her spouse, household member, employer or full time employee has a direct personal or pecuniary interest. "Conflict of interest" does not arise in the case of a vote on a matter in which the member has a personal or pecuniary interest in the outcome no greater than that of any other persons generally affected by the vote.

**Article 7 Committees**

- 7.1 **Committees:** The Commission may establish committees to investigate and make recommendations on issues of interest to the Commission. The work of committees shall be advisory only; all official business shall be conducted by the Commission proper. Committees may include members other than Commission members.
- 7.2 **Committee Meetings:** Each committee shall maintain a written record of its meetings and shall deliver such record to the Commission. The record of each committee shall include at least the following: the date and place of the meeting, members attending, and any final report or recommendation.

**Article 8 General Rules**

- 8.1 **Parliamentary Authority:** *Robert's Rules of Order Revised*, latest edition, shall govern all questions of procedure that are not otherwise provided by these rules or by state law.

Mount Holly, Vermont, Planning Commission  
Rules of Procedure

- 8.2 **Adoption:** Upon adoption, the recording secretary shall file a copy of these rules and all amendments with the Town Clerk as a public record and post a copy in one or more public places.
- 8.3 **Amendments:** These rules may be amended at any regular meeting by the unanimous vote of the Commission provided that such amendment had been warned in writing to each member of the Commission at a meeting previous to the meeting at which the vote is taken.
- 8.4 **Attendance:** A Commission member may be excused for nonattendance of a meeting for valid reasons if he or she notifies the Commission Chairperson prior to the meeting. A Commission member may be removed if he or she has three (3) consecutive unexcused absences from meetings or if the total absences exceed one fourth of the total meetings in a calendar year. Absenteeism beyond the prescribed limits shall result in a recommendation of dismissal to the Selectboard.
- 8.5 **Records:** a file of all documents, physical evidence, public proceedings, and decisions showing the vote, absence, or failure to vote of each member upon question shall be kept by the recording secretary as part of the records of the Commission. All records of the Commission shall be public records.

These Rules of Procedure were adopted by a majority vote of the Planning Commission on March 29, 2004.

Chairperson: Lisa Freeman