



POLICY No.: A-4

DATE ADOPTED: OCTOBER 17, 2007

## **TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY**

### **Meetings and Agenda Procedures**

**Purpose:** The Board of Selectmen and the Town Administrator agree to establish procedures to follow for meetings and agendas.

**Policy:** **REGULAR BOARD MEETINGS:** Regular Board Meetings are held the first and third Wednesday s of each month unless changed by the majority of the Board. The Board shall not meet on days designated legal holidays.

**SPECIAL MEETINGS:** A meeting called for any time other than the regular meetings shall be known as a "Special Meeting". The same rules as those established for regular meetings will apply. Special meetings may be called provided that a majority of the members agree to meet and all Board members are notified.

**WORKING MEETINGS:** The Board may conduct informal "working sessions" from time to time as the situation warrants. At such meetings, which will be posted in accordance with the Open Meeting Law, no official action will be taken. A synopsis of transactions of informal meetings will be made a part of the minutes of the following regular meeting.

**MEETING PROCEDURES:** Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure and the Open Meeting Law. It is the practice that application of such procedure be on a relatively informal basis, due to the size of the group and the desirability of flexibility in the expression of opinion.

Robert's Rule of Order is used as a guide in matters requiring clarification of definition.

A quorum shall consist of three members of the Board. As a practical courtesy, action on critical or controversial matters, the adoption of policy or appointments shall be taken, whenever practicable, with the full Board in attendance. Actions and decisions shall be by motion, second and vote. Split votes will be identified by name.

The Town Administrator is expected to be in attendance at all meetings of the Board. The Town Administrator shall attend in order to keep the Board informed and advised and recommend in all matters that fall within the jurisdiction of his office. He/she shall carry out the actions of the Board as

they relate to the conduct and administration of Town affairs under his jurisdiction.

**EXECUTIVE SESSION:** If practicable, Executive Sessions, other than a few minutes in duration, will be scheduled only at the end of the open meeting. Only items clearly allowed under the Open Meeting Law shall be included in Executive Session. The mover must specify in the motion to enter Executive Session the reason the session sought. A majority of the members present must vote to enter Executive Session by roll call vote. The Chairman must state whether or not the Board will reconvene into open session.

#### **AGENDA PROCEDURES:**

The responsibility for coordinating and planning the weekly agenda is that of the Town Administrator. Each of the Board Members and the Town Administrator may place items on the agenda. The Town Administrator, in consultation with the Chairman, shall schedule a realistic time period for each appointment, interview, conference or other scheduled item of business.

All items for the agenda must be submitted to the Town Administrator by 4:00 p.m. on the Thursday preceding the meeting.

Agenda items normally include:

1. Call Meeting to Order
2. Accept Minutes of previous meeting
3. Scheduled Appointments
4. Old Business
5. New Business
6. Meetings, Invitations & Announcements
7. Selectmen's Requests

Agendas, whether they be paper or digital will be distributed to the Board by the end of the work day on Friday. Selectmen may pick up their materials when they stop by to sign the payable warrants.

Items brought up under Selectmen's Requests are items not necessarily for discussion but items that Board members would like to see added to the next meeting agenda. Should any members of the Board of Selectmen have major items or issues to bring up under Selectmen's Requests, as a matter of professional courtesy to fellow Board members and the Town Administrator, a discussion prior to the meeting would be appreciated.

Individuals or groups not scheduled on the agenda of a called meeting may be recognized to speak only at the request of the Chairman of the Board of Selectmen or a majority of the Board of Selectmen.