



Board of Selectmen

Meeting Rules and Conduct

The Board of Selectmen shall transact all official business at a public meeting. The following items deal with the transaction of business at official meetings of the Board of Selectmen.

Right to Know

Except for Executive Sessions, the proceedings of all meetings and workshops of the Board of Selectmen are open to the public and broadcast on AWCATV.

Rules of Order

Roberts Rules of Order shall govern the proceedings of all Board of Selectmen meetings.

Regular Meetings and Workshops

Regular meetings of the Board of Selectmen will be held on the first and third Monday of the month at the Slade Building regularly starting at 6:30 p.m. When the regular meeting date falls on a holiday or the date presents a conflict, the Board of Selectmen will vote to reschedule the meeting to an alternative date. Workshops of the Board of Selectmen may be scheduled at regular Board of Selectmen meetings or on other dates and times to accommodate the Board of Selectmen's schedule.

Board of Selectmen members will be furnished with the date, time and place for each meeting along with an agenda and meeting material which information will also be posted on the [Town Website](#). This information will be provided by the Town Administrator's Office no later than 4pm on the Thursday before the Regular Meeting or Workshop.

Workshops are a time for Board of Selectmen members to discuss issues informally among themselves. Workshops generally are intended to discuss policy issues and topics that require more in-depth discussion. Workshops allow time for the Board of Selectmen to discuss issues and explore options for future action, discuss issues that the Board may want to present to the public for consideration at a Board of Selectmen meeting, etc. Workshops also are a time for the Board of Selectmen to meet with committees and boards to work on issues, to hear presentations, or to receive training. Workshops are intended to be "hands on" for the Board of Selectmen, therefore allowing public comment at workshops is at the Board of Selectmen's discretion.

Special and Emergency Meetings

Special and Emergency Meetings of the Board may be called by the Chair, or in the absence of the Chair, by a majority of the Board. The Board of Selectmen will be furnished with the

date, time and place and an agenda (if necessary) by the Town Administrator's Office. Meeting notification requirements are pursuant to Massachusetts Open Meeting Laws.

Requests for Agenda Items

All Board of Selectmen requests for regular meeting agenda items must be submitted to the Town Administrator along with supporting background material, or a position paper by the Wednesday prior to the scheduled meeting date. The Chair of the Board shall review agenda requests with the Town Administrator to assure proper background and staff support has been afforded the item requested. If, in the opinion of the Chair, additional information and/or study are required, the requested agenda item will be postponed until proper preparation has been made. The Town Administrator will subsequently notify the affected Board of Selectmen member.

Order of Business

Call to Order
Open Session
Announcements/Proclamations
Presentations/Public Hearings
New Business
Old Business
Town Administrator Report
Appointments and Resignations
Wage Authorizations
Committee Updates
Minutes
Matters not reasonably anticipated
Public/Press question and answer
Executive Session(s)
Adjournment

Majority Vote

Three (3) affirmative votes (or a clear majority) are required for the transaction of business.

Board of Selectmen Action on Items

The following procedures will be used for the orderly transaction of business:

- The Town Administrator or the Sponsor of the item introduces and explains the item. Sponsor, Town Administrator, staff, or others (as designated by sponsor or Town Administrator) provide additional explanation or information. Any Board of Selectmen member may make a motion or may second the motion.
- Board of Selectmen questions (not discussion at this time).
- Public input.

- Additional questions from Board of Selectmen (not debate).
- Chair recites motion, if already made, or looks for motion.
- Board of Selectmen discussion.
- Amendments to motion (optional) and debate.
- Vote on motion (as amended, if applicable).
- The passage, adoption or enactment of any item requires three (3) votes (or a clear majority) for passage. In the case of a tie vote, the motion fails.

Open Session Guidelines

The Board of Selectmen welcomes public participation and comment at Board of Selectmen meetings. The Board of Selectmen agenda will include an open session at every regularly scheduled Board of Selectmen meeting to allow citizens an opportunity to comment on non-agenda items pertaining to town government and the duties of the Board of Selectmen.

During the open session, speakers will be asked to be brief and keep to the point. The Board of Selectmen meetings are business meetings where the Board acts on policy matters and legally required actions. Out of respect for everyone's time, residents are asked to keep their comments within three (3) minutes. With the Board's permission, this period may be extended once. People may speak on any Town-related issue that is not on the agenda; they may cover multiple issues, but may speak only once during the public comment period.

Residents speaking during the public comment period may not make any comments that:

- Disparage individual Board of Selectmen member, Town staff, or other citizens;
- Address specific situations that are in litigation, including situations where the Town is a party to the litigation;
- Pertain to any personal disputes between themselves and other residents;
- Make any comments referencing support or opposition for any candidate for political office or political causes, OR
- Do not pertain specifically to the Town of Hubbardston or the Board of Selectmen's responsibilities.

Decorum and Order

The Chair shall preserve decorum and decide all questions of order and procedure, subject to appeal to the Board of Selectmen.

During the Board of Selectmen meetings, Board of Selectmen members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the Chair or the Rules of the Board of Selectmen.

Board of Selectmen members desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine themselves to the question under debate and shall avoid all personalities and indecorous language. A Board of Selectmen member, once recognized, shall not be interrupted while speaking unless called to order by the Chair, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a Board of Selectmen member is called to order while speaking, the Board of Selectmen shall cease speaking immediately until the question of order is determined. If ruled to be in order, the Board of Selectmen member shall be permitted to proceed. If ruled to be not in order, the Board of Selectmen member shall remain silent or shall alter the remarks so as to comply with Rules of the Board of Selectmen.

All members of the Board of Selectmen shall accord the utmost courtesy to each other, to Town employees and to public members appearing before the Board of Selectmen and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. The Board of Selectmen shall confine their questions as to the particular matters before the assembly and in debate shall confine their remarks to the issues before the Board of Selectmen. Members shall be removed from the meeting for failure to comply with decisions of the Chair or for continued violations of the rules of the Board of Selectmen. If the Chair fails to act, any member may move to require the Chair to enforce the rules and the affirmative vote of a majority of the Board of Selectmen shall require the Chair to act.

Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Board of Selectmen. While the Chair shall have the authority to preserve decorum in meetings as far as staff members and Town employees are concerned, the Town Administrator shall also be responsible for the orderly conduct and decorum of all Town employees under the Town Administrator's direction and control. The Town Administrator shall take such disciplinary action as may be necessary to insure that such decorum is preserved at all times by Town employees in Board of Selectmen meetings. Staff members or the Town Administrator desiring to address the Board of Selectmen or members of the public shall be recognized by the Chair, shall state their name for the record, and shall limit their remarks to the matter under discussion. All remarks and questions addressed to the Board of Selectmen shall be addressed to the Board of Selectmen as a whole and not to any individual member thereof. No staff member, other than the staff member having the floor, shall enter into any discussion either directly or indirectly without permission of the Chair.

Public members attending Board of Selectmen meetings also shall observe the same rules of propriety, decorum and good conduct applicable to members of the Board of Selectmen. Any person making personal, impertinent, or slanderous remarks or who becomes boisterous or disruptive while addressing the Board of Selectmen or while attending the Board of Selectmen meeting may be removed from the premises if a police officer is so directed by the

Chair, and such person shall be barred from further audience before the Board of Selectmen for the duration of the meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the Chair, who may direct a police officer to remove such offenders from the premises. Aggravated cases shall be prosecuted on appropriate complaint signed by the Chair. In case the Chair shall fail to act, any member of the Board of Selectmen may move to require the Chair to act to enforce the rules, and the affirmative vote of the majority of the Board of Selectmen shall require the Chair to act.

Public members desiring to address the Board of Selectmen shall be recognized by the Chair, shall state their name and address in an audible tone for the record, and shall limit their remarks to the question under discussion. All remarks and questions addressed to the administration of the Town shall be addressed to the Town Administrator and not to any individual Town employee. No person shall enter into any discussion either directly or through a member of the Board of Selectmen without the permission of the Chair.

Communications

Unsigned communications may not be introduced in Board of Selectmen meetings.

Suspension of Rules

Any provision of these rules not governed by the Special Act or Bylaws may be temporarily suspended at any meeting of the Board of Selectmen by a vote of two (2) or more Board of Selectmen members. The vote on the suspension shall be taken by yeas and nays and entered upon the records.

To Amend Rules

These rules may be amended or new rules adopted by majority vote of the Board of Selectmen. An amendment must be submitted in writing at a preceding meeting and shall be placed on the Agenda under the order of new business.

Correspondence to the Board of Selectmen

If a member of the public would like to address the Board of Selectmen and is unable to attend the meeting, they may ask another member of the public to read a written statement on their behalf.

Electronic Devices

Members of the Board of Selectmen may use one electronic device for the purpose of viewing the information packet or research as needed at the Board of Selectmen meetings. No e-mailing, texting, messaging or other outside communication is permitted except in the case of an emergency.