

# Town Of Leyden

## Selectboard Meeting Rules of Order

In order to better plan and control our meetings, the following rules have been adopted. Our goals are to conduct the business of the Town in an orderly and timely manner, to begin and end meetings at the stated times, and to provide an opportunity for issues to be heard.

To be included on the agenda please make your request a minimum of one week in advance, two weeks preferably. To be placed on the agenda, contact the Municipal Assistant, or the Chairman of the Board. State the nature of the issue, any timing concerns, a phone number and address where you can be reached. The Board will make every effort to include the issues on the agenda at its earliest convenience. Priorities will be based on the needs of the Town at that time.

During the meeting:

Individuals wishing to provide input on the issue under discussion are requested to raise their hand and wait to be recognized by the Chairman, before speaking. All comments and discussions are to be directed to the Board.

- Agenda's will be available at the meeting and be posted in advance
- Posting will be in the outside posting board of Town office Building and on town website
- Approved minutes of the meetings will be posted on the town website or copies are available by request.

The above rules will be reviewed for needed changes by the Board on a regular basis.

- Motions will be decided by a majority vote
- All motions require a second
- Only the Select Board members may make motions and vote
- A quorum will be two of the three Board members

The Open Meeting Law, MGL 39, is the guiding document for resolving procedural questions

Adopted by the Select Board: September 13, 2021