

The purpose of a Woodstock Village Trustees meeting is to conduct the business of the Village of Woodstock. Except for executive sessions, the meeting is open to the public and the Trustees invite and encourage public attendance. The opportunity for public comment is afforded during the meeting as set forth below in the following rules as established by the Chairperson of the Woodstock Village of Trustees (1 V.S.A. § 312)

Village of Woodstock Trustee
Public Comment - Rules of Conduct and Procedure

General Rules

1. Public comment is open to all members of the general public, not just residents of the Village of Woodstock.
2. Commenters will be afforded a reasonable opportunity to express their opinions about matters considered by the Trustees, so long as order is maintained according to these rules.
3. Commenters must state their name prior to offering comment so that participants can be noted in meeting minutes.
4. Commenters must be acknowledged by the Chair before speaking.
5. Commenters may only speak during their turn and may not interrupt others.
6. Comment shall be directed to the Board of Trustees.
7. Commenters will usually be offered three (3) minutes to speak. A commenter speaking less than their allotted time will not be afforded a second comment opportunity or allowed to yield their time to other commenters.
8. Commenters will be taken on a first-come, first-served basis.
9. If multiple members of a group are present, the Trustees may request the group select a representative to speak on the group's behalf.
10. The Chair may alter rules 7-9 on a case-by-case basis for reasons including, but not limited to, limiting repetitive or irrelevant comments, hearing varied viewpoints, the number of commenters wishing to be heard, the number of agenda items, the time Trustee business is expected to take, and/or other operational reasons.
11. Before any action is taken by the Trustees on an agenda item, an opportunity for public comment relevant to the agenda item will be made available.
12. A time for public comment on non-agenda subjects will be an agenda item scheduled toward the end of the meeting. Back-and-forth dialogue usually will not be allowed with the commentator.

Order

1. Order must be observed by all persons attending the meeting, whether in-person or electronically.
2. The Chair will preserve order in the meeting and regulate its proceedings by applying these rules and by making determinations about all questions of order or procedure.
3. All electronic devices used by the Trustees, the Village staff, the public, and others present must be silenced (i.e., turned off or put on "vibrate") during meetings.
4. No signs or posters are permitted inside the meeting room, or on a computer screen if a person is attending electronically.
5. No person may disrupt, disturb, or otherwise impede (except for a point of order) the orderly conduct of the meeting or interrupt any person while they are speaking. No person shall engage in any shouting, unruly behavior or distracting side conversations. No person shall engage in booing, hissing, foot stomping, ripping of paper, parading, singing, inappropriate hand gestures or other similar behavior that impedes or disrupts the orderly conduct of the meeting.
6. The only people who may interrupt another from speaking are 1) a member of the Trustees for a point of order directed towards the Chair, or 2) the Chair, themselves, to enforce a rule.
7. The Chair will usually adhere to the following process to address any disruption to a meeting and as needed to restore order, but may combine or bypass any or all steps when they determine, in their sole discretion, that deviation from the process is warranted:
 - a. Call a person to order, advising of applicable rules of conduct and procedure.
 - b. Advise the person that their behavior violating the rule must cease immediately.
 - c. Declare a recess or table the issue under consideration.
 - d. Adjourn (i.e., postpone) and continue the meeting until a place and time certain or close (end) the meeting.
 - e. Order the person to leave the meeting space or eject from the meeting if the person is attending electronically.
 - f. If the person fails to leave the meeting, request law enforcement assistance in removing the person.

Lisa Lawlor, Chair

Dated