

**Rules of Procedure
Hogback Preservation Commission
Town of Marlboro, Vermont**

Adopted May 14, 2018

Section I. Authorization

The Hogback Preservation Commission shall be governed by all applicable state statutes, local law and these rules. Meetings will be conducted in accordance with Vermont Open Meeting Law: 1 VSA 310-314

Section II. Purpose

The Hogback Preservation Commission is charged with the following tasks:

1. Advise the Marlboro Selectboard on matters relating to the Conservation Area, including communications or actions as may be deemed necessary from time to time between the Town and other public agencies, Non-Governmental Organizations (NGOs), or private organizations;
2. Recommend Conservation Area policy to the Selectboard that ensures compliance with the terms of the Grant of Development Rights, Conservation Restrictions, and Public Access Easement (i.e., the “Conservation Easement”);
3. Periodically update the Management Plan as deemed necessary;
4. Recommend to the Selectboard enforcement action to be taken in response to a significant violation of Conservation Area regulations;
5. Oversee any timber harvest operations under the direct supervision of a professional forester;
6. Prepare an annual budget and monitor revenues and expenditures in a restricted Hogback Preservation Fund—including the Hogback endowment and other funds that may come under the Commission’s purview—that is annually approved by the Selectboard.

Section III. Membership

1. The Hogback Preservation Commission shall have at least three and not more than seven members;
2. A majority of the members of the Commission shall be residents of the Town of Marlboro;
3. Members of the Commission shall be appointed and any vacancy filled by the Selectboard of the Town of Marlboro;
4. The term of each member shall be three years;
5. Any member may be removed at any time by unanimous vote of the Selectboard; and
6. Any appointment to fill a vacancy shall be for the unexpired term.

Section IV. Quorum

At any meeting of the Hogback Preservation Commission, a quorum shall consist of a majority of the voting members of the Commission. No action shall be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.

Section V. Voting

At all meetings of the Hogback Preservation Commission, each member attending shall be entitled to cast one vote. Voting may be by voice or by paper ballot. In the event that any member shall have a personal interest of any kind in a matter then before the Commission, s/he shall disclose her/his interest and may recuse her/himself from voting on the matter. The secretary pro tem shall so record in the minutes that no vote was cast by such member. The affirmative vote of at least a majority of the members, shall be necessary for the adoption of any resolution or other voting matter.

Section VI. Meetings

All meetings, with the exception of Executive Sessions and Deliberations, are open to the public.

1. Annual Meeting: The annual meeting of the Hogback Preservation Commission shall be the first regular meeting following Town Meeting of each year. Such meeting shall include the election of officers for the ensuing year and such other business as shall come before the Commission.
2. Regular Meetings: Regular bi-monthly meetings of the Commission shall be held at the Marlboro Town Office at 5 p.m. on the second Monday of January, March, May, July,

September, and November. A regular meeting may be cancelled or rescheduled by the Commission at least 24 hours in advance, or at a prior meeting.

3. Special Meetings: The Commission may hold special meetings as deemed necessary and appropriate. Special meetings shall be called by the Chair or Vice-Chair, and shall be held at a time and place designated by the officer calling the meeting. Written or electronic notice thereof shall be given to all members not less than twenty-four hours in advance. A public notice shall be posted in or near the Town Clerk's office and in at least one other place in town at least twenty-four hours in advance.

4. Emergency Meetings: An emergency meeting may be held without public announcement, provided some public notice is given as soon as possible before any such meeting.

5. Executive Sessions: During a meeting of the Hogback Preservation Commission, a motion, which indicates the nature of the business to be addressed, can be made to move into "Executive Session." Upon majority vote, such sessions can be held which are closed to the public. Appropriate topics for Executive Session are listed in 1 V.S.A. 316. No binding action may be taken in Executive Session.

6. Meeting Procedure: At any regular meeting of the Hogback Preservation Commission, the following shall be the regular order of business:

- a. Call to Order
- b. Attendance
- c. Review of Agenda
- d. Approval of minutes of preceding meeting
- e. Officer and Committee Reports
- f. Old Business
- g. New Business
- h. Adjournment

Section VII. Officers and Subcommittees

Officers of the Hogback Preservation Commission shall consist of a Chair and Vice-Chair, elected by the Commission at the annual meeting for a term of one year. The position of Secretary shall be rotated each meeting, alphabetically on a pro tem basis, amongst the Commission members (excluding the Chair).

Duties of Officers

1. Chair
 - a. Preside at all meetings of the Commission;
 - b. Call special meetings in accordance with these Rules of Procedure;
 - c. Ensure that all actions of the Commission are properly taken;
 - d. Prepare the agenda for all meetings of the Commission;

- e. Inform the Commission of correspondence relating to the business of the Commission and attend to such correspondence;
- f. Represent the Commission at all official meetings requiring the attendance of member(s) of the Commission and, in his/her absence, designate an authorized representative;
- g. Act as custodian of Commission records;
- h. Review and distribute the Commission minutes; and
- i. Prepare an Annual Report of the Commission's activities.

2. Vice-Chair

During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

3. Secretary pro tem

Keep the minutes of the Commission meeting and submit the minutes to the Chair for the Chair's review and subsequent distribution.

Subcommittees

The Hogback Preservation Commission may form subcommittees to assist in its work. Subcommittees may have appointed chairs and should report to the full Commission on their work.

Section VIII. Amendments

These rules may be amended at any meeting of the Hogback Preservation Commission provided notice of the proposed amendment is given to each member in writing or electronically at least five days prior to the discussion and vote on the amendment; or, the proposed change will be presented as a formal motion which will then be tabled until the next regular meeting when it will be voted upon without change.

Section IX. Re-adoption of these Rules of Procedure

These Rules shall be re-adopted at the annual meeting.

Adopted 5/14/18 by Mike Purcell, Ed Metcalfe, Malcolm Moore, Christine Collela, David Elliott, and Sarah Grant