

## 2021 VLCT Annual Meeting Governing Rules

1. The Annual Meeting of the Vermont League of Cities and Towns shall be held at a specific time and place designated by the Board of Directors.
2. Quorum. The presence of officials representing 10 percent of the member towns and cities shall constitute a quorum.
3. Voting. Voting will occur by voice vote, in which case the official representing each full member in good standing, as may be designated by the legislative body of the member, shall cast one vote. A majority of the votes cast shall be necessary for a decision. A roll call may be required should seven or more full members demand one.
5. No official shall speak unless so recognized by the President, and shall address the President in the proper manner, e.g., "Mr. President." Only local officials of members who are in good standing as determined by the Credentials Committee of the Board of Directors may participate in the meeting.
6. To facilitate remote/virtual participation, this meeting will be hybrid, providing both an in person and virtual participation option. Any official who wishes to speak shall raise a hand – either in person or virtually. In the event a virtual participant has the ability to do so, they shall use the virtual "hand raise" feature on the meeting software. Otherwise, they shall remain on video and raise their hand until the moderator or President recognizes them. Officials will be recognized by the President and may then address the President, giving their name and the town or city they represent.
7. No official may speak a second time on an issue until all other members have had a chance to speak on that issue.
8. The President may set a limit on time for debating a question if the need arises.
9. Elections. Nominations of elective officers shall be made by a Nominating Committee; in addition, nominations may be made from the floor. The vote shall be by electronic voting in each case. Only qualified officials as defined by the Bylaws shall be eligible for election.
10. There shall be no voting by proxy.
11. All questions of procedure not covered by these rules shall be determined in accordance with *Robert's Rules of Order, Newly Revised 11<sup>th</sup> Edition*.