

TOWN OF HULL
SELECT BOARD
POLICIES AND PROCEDURES
*[Adopted October 1996; Amended June 4, 2002; Amended
August 21, 2012; Amended January 10, 2024]*

Preamble: These Policies and Procedures are intended as guidelines for the general conduct of the Board's business. They may be waived by the Board by majority vote from time to time. A failure to comply with said Policies and Procedures, with or without a waiver, shall not affect the validity of any actions taken or not taken by reason of said failure to comply with these Policies and Procedures.

Section 1. Meetings

a. **General**

All meetings of the Select Board shall be conducted in accordance with Chapter 30A, sections 18-25, Massachusetts General Laws (Open Meeting Law) and any other applicable law.

b. **Regular Meetings**

The Board shall meet on alternate weeks or as the Board defines, except as follows:

- (1) When a conflict exists with scheduled Annual or Special Town meetings.
- (2) Legal holidays.
- (3) When the Board directs otherwise.

c. **Special Meetings**

Special meetings of the Board may be called by the Chair with the concurrence of a majority of the remaining members of the Board; however the required statutory forty eight hour public notice of such a meeting may not be waived, except as otherwise permitted by law.

d. **Emergency Meetings**

- (1) The Chair may call an emergency meeting of the Board *in* accordance with M.G.L. Chapter 30A, sections 18-25 and any other applicable law. An update on that emergency meeting will be provided at the next scheduled meeting.

e. **Executive Sessions**

Executive sessions of the Board shall be in strict accordance with M.G.L. Chapter 30A, sections 18-25 and any other applicable law.

f. **Time of Meetings**

- (1) All Board meetings shall normally be scheduled to commence promptly at 7:00 p.m. and terminate not later than 11:00 p.m. However, in the event official business remains to be transacted at the scheduled adjournment time, the Board may continue to complete said business then before the Board and thereafter vote to suspend this requirement for any additional business.
- (2) Any Board member who expects to be absent from a scheduled Board meeting or delayed for more than one hour, shall notify the Town Manager and/or Chair of the Board in advance of the scheduled meeting.

g. **Meeting Notice**

- (1) A written notice of all scheduled meetings of the Board, except as precluded by section 1d, above, shall be filed with the Town Clerk at least forty- eight hours in advance of the meeting for posting on the official town posting location and for providing notice as required by law.

Section 2. Agenda for Regular Meetings

- a. Items requested for placement on the meeting agendas shall be in writing stating the subject matter and relevant information and materials in order to permit the members of the Board an opportunity to review the statements and materials prior to the meeting.

Before appointments are scheduled, the Town Manager and/or Chair will review the subject matter and will review the request for appropriateness and potential scheduling.

- b. The Chair will reach out to each member of the Select Board by the end of week preceding a Select Board meeting to communicate the potential agenda items that can be expected at upcoming meetings. The Chair will also communicate why any Board member's requested agenda item(s) were added or not.
- c. Each Board member shall be given the opportunity to provide Board member updates.
- d. Generally, a Chair will honor the request of any board member to have an item included on the agenda. If such request is denied, however, a member can call for a vote of the Board to instruct the chair to include the item on the agenda of a future meeting.

Section 3. Procedures During Meetings

- a. The meetings may be informal and the Board is not bound by any particular set of parliamentary text (including Roberts Rules of Order), relying on instead statutory, common law and such rules as may be adopted by the Board.
- b. When a member is about to make a motion to speak in debate or deliver any matter to the Board, they shall first be recognized by the Chair. They shall confine themselves to the question under debate.
- c. No member in debate shall make reference to any other member but in respectful terms.
- d. No person shall address a public meeting of the Board. Without permission of the Chair or other designated presiding officer and then providing their name and address, and also consistent with any existing Board guidelines regarding public comment.
- e. Petitioners shall be limited to the time allotted to speak as provided in Board guidelines regarding public comment.

Section 4. Hearings

- a. No hearing will begin before the time scheduled on the agenda.

Section 5. Minutes of Meetings

- a. The proceedings of all open and executive session Board meetings shall be reflected in minutes as required by law.
- b. Written minutes of Board meetings shall set forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes. They may also contain the names of other members of official Boards, committees, commissions, and others present who may have participated in any particular discussion. In addition thereto, votes of executive sessions shall be recorded by roll call votes in the minutes. Written minutes need not include verbatim or otherwise lengthy records of discussion on agenda items, but shall contain an appropriate summary of the discussion.
- c. Written minutes shall be prepared as expeditiously as possible. Following the Board's approval, the written minutes shall become the permanent and official record of meetings.
- d. For executive sessions the Board's clerk will prepare an accurate record of such proceedings to include the date, time and place, the members present or absent, names of others present, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes, which shall be by roll call.
- e. The Town Manager and Town Clerk shall be custodians of and keepers of records for the Select Board, including regular and executive session minutes. Said executive session minutes shall not be released until the Board determines that the purpose of the executive session is no longer applicable or as may be required by.

Section 6. Suspension of Procedures

These standing procedures may be suspended by an affirmative majority vote of the board members present and voting. The failure to so vote however shall not affect the validity of any actions taken.

Section 7. Review of Policies and Procedures

These policies and procedures shall be reviewed annually following the normal reorganization of each new Board of Selectmen and dictated by changes in the board's composition if occurring prior to the normal electoral process.

Section 8. Amendments to Policies and Procedures

- a. These policies and procedures may be amended by a majority vote of the members present and voting at a regular scheduled meeting provided, however, that the proposed amendment has been submitted in writing at least one week prior to the date the amendment is to be voted upon.
- b. An amendment shall be construed to mean any addition, new procedure, deletion, or modification of an existing procedure.

Section 9. Effective Date

These policies and procedures are effective October, 1996, and as properly amended.

Section 10. Onboarding

A copy of these policies and procedures and a Select Board Handbook will be provided to each newly elected Select Board member upon that individual being sworn into office. The Town Manager shall coordinate and facilitate the orientation of new Board members.