

Bylaw Review Committee
Rules and Regulations
As adopted April 27, 2023

These Rules and Regulations shall be applicable in Bylaw Review Committee meetings.

1. **Agenda**. The Agenda for the meeting shall be included in the notice of the Committee's meeting, and shall be posted on the Town of Belmont website.
2. **Speaking**. Before speaking, any Member and any member of the public attending the meeting, must first be recognized by the Chair. See, M.G.L. c. 30A, §20(g).¹
3. **Motions**. Any Member of the Committee may offer a motion and any Member of the Committee may second a motion.
4. **Review of Proposed Bylaw Amendments**. When meeting pursuant to §40-400.D of the General Bylaws to review a proposed amendment to the General Bylaws ("Proposal"), discussion of the Proposal shall occur after a *pro forma* motion is made by the Chair to accept the Proposal "as to its form and consistency with existing provisions of the General Bylaws and as to its placement in the General Bylaws."
 - a. Ordinarily, the proponent of the Proposal will be given an opportunity to make a brief statement about the intent of the Proposal.
 - b. Any Member of the Committee may propose amendments to the form of the Proposal, and if adopted, it will be reported to the Select Board that the Committee withheld approval of the Proposal, but approved the Proposal with the substitute language.
 - c. If the Committee votes to withhold approval of the Proposal without a substitute, such decision shall be reported to the Select Board.
 - d. If the Committee approves the Proposal as submitted, such decision shall be reported to the Select Board.
5. **Amendments to Resolve Inconsistencies**. Any Member may propose amendments to the General Bylaws pursuant to §40-400.E to resolve inconsistencies with the Bylaws or applicable law, provided that the proposal was included on the Agenda.
6. **Written Comments**. Written comments may be submitted to the Committee by members of the public and may be delivered in person, by mail, facsimile transmission, or by email. Such comments received by a Member of the Committee, shall be transmitted in a timely manner to the other Members of the Committee, and made available to the public.
7. **Meeting Documents**. Members of the public attending a Committee meeting, shall be given timely access to the documents that the Committee intends to use in discussions and deliberations in the meeting.
8. **Public Participation**. Before the Committee votes on a debatable motion, the Chair shall undertake to allow a reasonable opportunity for oral public comments on the pending matter. The comments must be relevant to the pending motion, must be brief, and should not repeat previous comments or questions, but that would not prevent a person who has been recognized from stating their position on the issue. The Chair may end the comment period before all comments are heard, depending on time available and the circumstances.
9. **Parliamentary Procedure**. To maintain good decorum in the Committee's meetings, ensure the will of the majority, and facilitate order, the Committee will be guided by the current

¹ (g) No person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.

edition of Robert's Rules of Order, except as the General Bylaws or Massachusetts laws otherwise provide.

Pursuant to §40-115.B of the General Bylaws, these rules and regulations shall be filed with the Town Clerk.