



TOWN OF BELMONT
OFFICE OF THE BOARD OF SELECTMEN
455 CONCORD AVENUE BELMONT,
MASSACHUSETTS 02478

BOARD OF SELECTMEN OPERATIONAL RULES:

Approved by the Board of Selectmen on January 8, 2018, as amended September 28, 2018

1. Except for emergency meetings or special meetings devoted to only one substantive agenda item, a section of each regular Board of Selectmen's meeting shall include an agenda item allowing Town residents to make comments to the Board of Selectmen. Each resident who speaks shall first state his or her name before speaking. The Board of Selectmen need not respond to the comments made by said residents. The Chair of the Board of Selectmen may limit the time for each speaker, but in no event shall such time be limited to less than two minutes per speaker, and fifteen minutes for all speakers collectively. The Chair shall have the discretion to determine when during the Board of Selectmen's meeting the time for public comment will take place.
2. The Chair of the Board of Selectmen shall be an ex officio member of the Warrant Committee, and shall attend the meetings of the Warrant Committee in that capacity. The Chair shall designate another member of the Board of Selectmen to be the ex officio member of the Warrant Committee in the Chair's place for one or more Warrant Committee meetings should the Chair not wish to serve, or should the Chair be unable to attend a meeting or meetings of the Warrant Committee.
3. The Vice Chair of the Board of Selectmen shall be an ex officio member of the Capital Budget Committee, and shall attend the meetings of the Capital Budget Committee in that capacity. The Chair shall designate another member of the Board of Selectmen to be the ex officio member of the Capital Budget Committee in the Vice Chair's place for one or more Capital Budget Committee meetings should the Vice Chair not wish to serve, or should the Vice Chair be unable to attend a meeting or meetings of the Capital Budget Committee.
4. Members of the Board of Selectmen may be designated as liaisons to various Town Boards and Committees by majority vote of the Board of Selectmen.
5. Each Selectman may hold separate office hours to meet with residents. Selectmen should notify the Town Administrator of the time and location of such office hours in advance for the purpose of the office hours being publicized by the Town Administrator.
6. Items shall be placed on the agenda of the Board of Selectmen by request of any one Selectman. On the posted meeting agendas, each agenda item shall bear the name of the Selectman making the request to place said item on said agenda.
7. The Board of Selectmen shall adhere to the provisions of Chapter 17 of the Acts of 2014 regarding the powers and authority of the Town Administrator.
8. The Board of Selectmen shall hold an organizing meeting within two weeks of the annual Town election each April. That organizing meeting shall be presided over by the outgoing Chair, or outgoing Vice Chair if there is no Chair at that time, of the Board of Selectmen. The Board of Selectmen at the organizing meeting shall assign the various Selectmen as liaisons to various Town committees.
9. The Board of Selectmen shall have two officers, being Chair and Vice Chair. When a Selectman is first elected to the Board of Selectmen, that member shall not hold an officer position on the Board of Selectmen for that person's first year on said Board. At the annual organizing meeting, the Selectman who is beginning his or her second year on said Board shall be the Chair until the next annual organizing meeting of said Board, and the Selectman who is beginning his or her third year on said

Board shall be the Vice Chair until the next annual organizing meeting of said Board. If a Selectman declines to serve as Chair or Vice Chair, then the Board of Selectmen may elect a different Selectman to said officer position which was declined, and then said Board shall revert back to the officers being determined as stated in the prior sentence. In the event that a new Selectman is elected to fill a vacancy on said Board, that new Selectman shall not hold an officer position until at least the next annual organizing meeting, at which time the Selectman with the second longest tenure on said Board shall be Chair and the Selectman with the longest tenure on said Board shall be Vice Chair. If, due to vacancy or a Selectman declining to serve as an officer, the Board of Selectmen cannot determine officers as stated in this paragraph, then said Board may elect officers by majority vote of the Board until such time as said Board can revert back to the officers being determined as stated in this paragraph.

10. It is understood that the Belmont Municipal Light Board shall have two officers, being Chair and Vice Chair. The positions of Chair and Vice Chair of the Belmont Municipal Light Board shall be determined in September of each year, with the member serving in his or her first year on said Board becoming the Chair in September and the member serving in his or her third year on said Board becoming the Vice Chair in September. In the event of a vacancy or of a member declining to serve as an officer, said Board shall follow the same process as for the Board of Selectmen as stated in paragraph 9 above. This paragraph 10 has been adopted by the Belmont Municipal Light Board and may be suspended by a majority vote of the Belmont Municipal Light Board.
11. These Rules may be suspended by a majority vote of the Board of Selectmen.