



To: Vermont Selectboards and City Councils
From: Miro Weinberger, President, VLCT Board of Directors
Re: VLCT Annual Business Meeting Voting Delegates and Procedure
Date: August 19, 2021

Official Meeting Notice

As part of Town Fair, the Vermont League of Cities and Towns will hold its **annual business meeting on Wednesday, September 29, at 1 p.m.** The VLCT Annual Meeting will be a hybrid meeting, providing in-person programming at the **Doubletree at 870 Williston Road in South Burlington, Vermont**, and virtual participation using online conference software. The annual meeting will be held in conjunction with the VLCT Property and Casualty Intermunicipal Fund (PACIF) and the VLCT Employment Resource and Benefits Trust (VERB) annual meetings.

Any VLCT voting-member wishing to vote at the VLCT Annual Meeting must designate a representative by **Friday, September 17**. To ensure that all VLCT member cities and towns are properly represented and able to participate in the election of League officers, and any other item that may properly come before the membership, we are asking you – as your municipality's legislative body – to designate **one** official from your town as a **Voting Delegate** for the meeting. This designation will ensure that each town is heard and uses the vote to which it is entitled.

Please designate your Voting Delegate using the Town Fair registration site (www.vlct.org/townfair). Simply click register, and then select a ticket that corresponds to the Voting Delegate's intended participation preference (virtual or in-person). The Voting Delegate ticket is free and does not register the delegate for Town Fair. If you or other members of your municipality wish to participate in the in-person activities on the 29th or the virtual workshops offered the week of October 4th, be sure to select those corresponding tickets during registration.

In-person participants on Wednesday, September 29, may wish to also register for a training on election law changes from Secretary of State Jim Condos' office, lunch at the Doubletree Hotel and Conference Center, and other networking opportunities.

We are committed to taking every step possible to allow us to assemble safely. We know there is a high degree of uncertainty with the continually changing status of COVID-19 cases. **We encourage everyone to take precautions including getting vaccinated, wearing a mask, maintaining physical distance, and washing hands frequently.** We'll have more information to share once we are closer to the annual meeting date. We are also fully prepared to transition our in-person activities to virtual should the need arise.

Enclosure: 2021 VLCT Annual Meeting Governing Rules

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 11th Edition*.