

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

SELECT BOARD OPERATIONAL RULES:

Approved by the Select Board on January 8, 2018, as amended September 28, 2018 and April 7, 2023.

1. The Select Board shall hold an organizing meeting each year. That organizing meeting shall be held no earlier than the first weekday after the Annual Town Election but in no case later than June 30. The Select Board at the organizing meeting shall, by majority votes, vote its officers as described in the next paragraph, as well as vote its members that may serve as members of, and liaisons to, other public bodies. Other business of the Select Board may be conducted at the organizing meeting.
2. The Select Board shall have two officers, being Chair and Vice Chair. The member with the second longest tenure on the Board as constituted at the organizing meeting shall be Chair effective each July 1. The member with the least tenure on said Board shall be the Vice Chair effective each July 1. The term of officers shall end on the following June 30.
3. If the office of Chair becomes vacant, the Vice Chair shall be Chair and the member who is not an officer shall be Vice Chair through the following June 30.
4. The Select Board member who is neither Chair nor Vice Chair shall serve (for the Board of Park Commissioners) on the Community Preservation Committee.
5. A meeting of the Select Board shall be called only by the Chair. Items shall be placed on the agenda for a meeting of the Select Board by request of any one Select Board member.
6. Except for the organizing meeting, emergency meetings, or special meetings devoted to only one substantive agenda item, each Select Board meeting shall include an agenda item allowing Town residents, or other individuals permitted by the Chair, to make comments to the Select Board on topics not otherwise included on the agenda for that meeting. Each person who speaks shall first state their name. The Select Board need not respond to the comments. The Chair of the Select Board may limit the time for each speaker, but in no event shall such time be limited to less than two minutes per speaker. If such public comment exceeds fifteen minutes collectively, the Chair shall have the discretion to end the comment period. The Chair shall have the discretion to determine when during the Select Board's meeting the time for public comment will take place.
7. The Select Board shall adhere to the provisions of Chapter 17 of the Acts of 2014 regarding the powers and authority of the Town Administrator.
8. Any part of these Rules may be suspended by a majority vote of the Select Board.