CHITTENDEN COUNTY
PUBLIC SAFETY AUTHORITY

BOARD OF DIRECTORS
RULES OF TRANSACTION

Adopted: July 6, 2020 (anticipated)

CCPSA Board of Directors

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Steven Locke, Burlington          Kevin Dorn, South Burlington

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Aaron Frank, Colchester          Richard McGuire, Williston

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Darren Adams, Milton             Jessie Baker, Winooski

Chittenden County Public Safety Authority
781 Blakely Rd
Colchester, VT 05446

Abstract:
The CCPSA Rules of Transaction is a policy approved by the its Board of Directors usually at their organizational meeting in April annually. The Rules outline basic operational procedures for the Board.
Chittenden County Public Safety Authority  
Board of Directors Rules of Transaction  

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Chittenden County Public Safety Authority
Board of Directors Rules of Transaction

1. GENERAL

On the first Wednesday-fourth Monday in April, or on such other date in April as is duly noticed to Member Municipalities by posting at the Members’ municipal offices at least seven (7) calendar days in advance, the Board of Directors of the Chittenden County Public Safety Authority (hereafter “the CCPSA” or “the Authority”) shall hold its organizational meeting at a time and place designated by the Board Chair. The aforementioned notice and posting requirements shall be in addition to any other requirements set forth in the Vermont Open Meeting Law. The Rules that follow are intended to serve as the rules of transaction until the organizational meeting is held the following year. References are made in these Rules to provisions included in the Agreement to Create the Chittenden County Public Safety Authority (hereafter “the Agreement”).

2. DEFINITIONS

2.1. Members are municipalities that have joined through an affirmative vote of the voters
2.2. Directors sit on the Board and represent the interests of municipalities
2.3. The CCPSA (the Authority) is the union municipal district itself
2.4. The CCPSA Board is the governing body and policy setting entity of the union municipal district (the Authority)

3. RULES OF ORDER

The Chair shall rule on all questions of order or procedure and shall enforce these rules as required by 1 V.S.A. § 312(h) and be guided by Robert Rules of Order.

4. ELECTION / APPOINTMENT OF OFFICERS

4.1. Procedures for electing officers are as follows as provided for in the Agreement (Section 7 (b)): At the organizational meeting, the Board shall elect from among its Membership a Chair and a Vice Chair each of whom shall hold office for one year or until a successor is duly elected and qualified.

4.2. No Director shall be elected Chair for more than three consecutive terms unless he or she receives the affirmative vote of at least a majority of the Directors of the Board plus at least one additional member.
4.3. The Secretary and Treasurer of the Authority shall be appointed by the Board and may be a Director. The Secretary and Treasurer, with the approval of the Board, may each appoint an assistant, who shall not be a Director. The Secretary or the Board may withdraw any appointment to the position of assistant secretary at any time. The Treasurer or the Board may withdraw any appointment to the position of assistant treasurer at any time.

5. DUTIES OF OFFICERS

5.1. The Chair of the Board shall have the same duties and authority as the chair of a municipal legislative body under Vermont law. In the Chair’s absence, the Vice Chair shall fulfill the duties and responsibility of, and have the same authority as, the Chair.

5.2. The Secretary and Treasurer shall serve at the Board’s pleasure and shall perform all of the duties and functions described in the Agreement.

6. CCPSA BOARD MEETINGS – PUBLIC ACCESS

6.1. **Definition** - A meeting is generally defined as any gathering of a majority of CCPSA Directors members where CCPSA business is discussed. Social gatherings become meetings if CCPSA business is discussed by a majority of the CCPSA Directors.

6.2. **Meeting Location** - All meetings of the CCPSA Board of Directors shall be held at the Colchester Town Hall (781 Blakely Road, Colchester, Vermont, in the Outer Bay Conference Room on the 3rd Floor) unless otherwise specified. In all cases, meeting places must be designed to include members of the public.

6.3. **Meeting Schedule** - In general the CCPSA Board of Directors will meet on the fourth Monday of the month at 8 AM, and other times as appropriate. Regular meetings and starting times may be subject to change as determined by the CCPSA Board of Directors. In addition, special meetings may be called, also as determined by the CCPSA Board of Directors. (1 V.S.A. § 312 (c)(1)) Meetings for the next year are as outlined in Attachment A.

6.4. **Agendas** - Each CCPSA Board meeting shall have an agenda. Directors who wish an issue to be added to the agenda shall notify the Chair. If two or more board members request an item to be placed on the agenda, the Chair shall grant the request. The Chair shall determine the final content of the agenda.

6.5. **Posting of Agenda** - At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the municipal
office of each member municipality and on the Authority website. The Authority will utilize the website of the Chittenden County Regional Planning Commission, Dispatch Page, as if it were its own, for the purpose of posting agendas and minutes [https://www.ccrpcvt.org/our-work/emergency-management/regional-dispatch/](https://www.ccrpcvt.org/our-work/emergency-management/regional-dispatch/). The agenda must also be made available to any person who requests such agenda prior to the meeting.

6.6. **Open to Public** - All meetings of the CCPSA Board of Directors and of any committees thereof shall be open to the public, except as provided for in State law. Meeting agendas shall be posted in accordance with state law.

6.7. **Accessibility** - The CCPSA will comply with the Americans with Disabilities Act and make every reasonable effort to accommodate all individuals interested in participating in meetings.

6.8. **Access to Public Records.** Public records include any communication, regardless of form, relating to the conduct of agency business (1 V.S.A. § 316). Records will be stored at the municipal office of the Secretary of the Authority. Records should be made available for public inspection and copying during normal office hours.

6.9. **Electronic Mail** – Communications between Directors regarding the CCPSA using electronic mail (email) could be subject to discovery as part of a lawsuit. A discussion of issues related to CCPSA using email as a forum among a quorum of the CCPSA Board can be considered as an unscheduled and unwarned meeting of the CCPSA Board of Directors.

6.10. **Public Comment** - There shall be reserved a period during each regular and special meeting of the CCPSA Board of Directors for public comment on any issue. This time and comment period may be subject to reasonable rules of the Chair including, but not limited to:

- Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
- Members of the public must be acknowledged by the chair before speaking.
- If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
- Public comment must be allowed prior to the CCPSA Board of Directors taking action.
- Opportunities to express one’s opinion outside of the “Comment Period” may be permitted during the meeting but reasonable limits may be placed by the Chair on the duration and frequency of participation. (1 V.S.A. § 312 (h))
6.11. **Minutes** – Minutes must contain a list of Directors present; list of all active participants; all motions, proposals, and resolutions made, and what action taken or disposition was made; and the results of any votes, with a record of individual votes. 

(1 V.S.A. §312 (b)(1)

7. **QUORUMS AND VOTING**

7.1. There are six (6) members presently on the CCPSA Board of Directors. At all meetings of the Board, four Directors, who are present and eligible to vote, shall constitute a quorum for the transaction of business. A vote of four Directors is always required to take binding action. Per state statutes, Director’s may participate in the meeting electronically, and shall arrange with the meeting location host in advance to do so.

7.2. Temporary Director - If a Director is aware that attendance at a Board meeting is not possible, then the Director may temporarily designate someone as a Temporary Director. Such designation should be in writing on paper or by email sent to the Chair of the Board of Directors at least 72 hours in advance of the meeting. Such designation as Director shall remain valid only for the meeting or meetings specified. If the appointing Director leaves the Board for any reason as described in Section 8 of the Agreement to Create the Chittenden County Public Safety Authority, then the vacancy shall be filled as provided for in Section 8.

7.3. Meeting Attendance – Individuals who may be periodically designated as a Temporary Director as outlined above are encouraged to attend all meetings but may vote only if duly designated as a Temporary Director. Each Director may name a Likely Temporary Director who shall be included in the distribution list of Board papers and agenda packets.

7.4. A CCPSA Director need not withdraw from deliberations and action if his or her private interest is common to numerous persons in the county. In the event that a disqualified Director is the Chair of the Board, the Vice-Chair shall preside over deliberations and actions in question. If the Vice-Chair is also disqualified, a majority of the remaining CCPSA Directors shall designate a temporary chair to preside during meetings and actions on the matter in question.

7.5. Any person who perceives a conflict of interest should so indicate to the CCPSA Board of Directors in writing or on the record at a public meeting.

7.6. Directors are encouraged to state their reasons for a vote before the vote is made. After a vote the decision of the Authority is the vote of the majority of the Board.
7.7. Any CCPSA Director shall have the right to express dissent from or protest against any motion or resolution of the CCPSA Board of Directors at the time it is made and if requested, may have the reason therefore entered in the minutes.

7.8. CCPSA Directors are strongly encouraged to respect decisions of the Board in the public and political arena. The Board Chair, Vice-Chair, or other designee should represent the decision of the Board as needed to the public and media.

8. VOTING

8.1. The votes during all meetings of the CCPSA Board of Directors shall be transacted as follows: Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any CCPSA Director, the Chair shall take a roll call vote. The Chair shall determine the roll call vote order.

8.2. CCPSA Board votes must be taken in warned, open meetings.

8.3. Motions shall be made in the affirmative whenever possible.

9. COMMITTEES

9.1. Per the Agreement (Section 14) the Board shall have the authority to establish any and all committees as it may deem necessary, including committees with membership other than Directors. The Board shall establish an advisory committee comprised of the public safety chiefs or their designees from member municipalities. The Board shall define the mission, term, authority, and appointment process for any committee prior to its establishment.

10. RESOLUTIONS AND MOTIONS

10.1. Resolutions - An enacted resolution is a non-binding statement.

10.2. Motions - An enacted motion is a form of action taken by the CCPSA Board of Directors to direct that a specific action be taken.

10.3. Policies – An enacted policy is a binding statement on an issue and may include specific procedures to be followed by staff or members of committees.
11. SPECIAL CCPSA BOARD MEETINGS

11.1. The Chair or any four members of the CCPSA Board of Directors may call a special meeting.

11.2. Notice of the special meeting shall be prepared in writing by the Secretary of the Authority. The notice shall contain the following information about the meeting: time, place, and business to be transacted.

11.3. The only action that may be taken at a special meeting is that which is announced in the notice or agenda for the meeting.

12. DIRECTOR OF PUBLIC SAFETY COMMUNICATIONS

The Board may appoint a Public Safety Communications Director who shall have the authority to employ other personnel as necessary for the conduct of the business of the Authority. The Public Safety Communications Director shall serve at the Board’s pleasure and subject to such rules, policies and requirements as the Board may establish.

13. PUBLIC HEARING NOTICES

Public Hearings shall be duly warned in Seven Days or the Burlington Free Press. (17 V.S.A. § 2641 (b))

14. EXAMINING AND ALLOWING CLAIMS

14.1. The Treasurer of the Authority is charged with the responsibility of examining and allowing claims against the Authority for Authority expenses and shall draw orders for such claims to the party entitled to payment per the Agreement (Section 11(a)).

14.2. The Treasurer shall report to the Board on each review at the next meeting of the Board, including the total amount of each warrant approved with individual vendor payments, and notations of any payments not approved.

14.3. The Treasurer shall have the custody of the funds of the Authority and shall be the disbursing officer of the Authority. The Treasurer or assistant treasurer shall sign, make, or endorse in the name of the Authority all checks and orders for the payment of monies and pay out and disburse the same per the Agreement (Section 11(b)).
15. RULE AMENDMENTS

These rules may be amended by a majority vote of the CCPSA Board of Directors and should be readopted annually at the organizational meeting.

*Adopted by the Board on July 6, 2020 (anticipated)*

16. ATTACHMENT A – MEETING SCHEDULE

*Monday, October 19, 2020*
*Monday, January 25, 2021*
*Monday, April 26, 2021*