

Rules of Procedure for the Town of Chester Planning Commission

A. PURPOSE.

The Planning Commission of Chester is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law, 1 V.S.A. §§ 310-314. Meetings of the Chester Planning Commission must be open to the public at all times, except as provided in 1 V.S.A. § 313.

B. APPLICATION.

This policy setting forth rules of procedure shall apply to the Chester Planning Commission, which is referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.

C. ORGANIZATION.

1. The body shall annually elect a chair and a vice chair. The chair of the body or, in the chair’s absence, the vice chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will not be entertained.
7. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
8. Meetings may be recessed to a time and place certain.
9. These rules may be amended by a super majority (meaning 4 of 5 Commission members) vote of the body and must be readopted annually.
10. The chair may be removed at any time by a super majority vote of the seated commissioners.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda. Those who wish to be added to the meeting agenda shall contact the chair to request inclusion on the agenda. The chair shall determine the final content of the agenda.
2. 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 on the interior and exterior bulletin boards at the town hall and on the town website, chestervt.gov. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted as it appears on the noticed agenda, except that any deletion from the noticed agenda must be made as the first act of business at the meeting. No deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by a majority vote of the body.

E. MEETINGS.

1. Regular meetings shall take place on the first and third Mondays of the month at 6:30, at the Chester Town Hall and/or electronically.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to an editor, publisher or news director, or radio station serving the area; and to any person who has requested notice of such meetings. In addition, notices shall be posted on the interior and exterior bulletin boards at the town hall and on the town website, chestervt.gov.
3. Emergency meetings may be held without public announcement, without posting notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attends a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one member of staff or designee of the body, shall be physically present at each designated meeting location.

F. SOCIAL MEDIA.

Social media includes, but is not limited to, internet forums, blogs and microblogs, online profiles, wilds, podcasts, pictures, video, email, and instant messaging. When a member of the Planning Commission participates in social media, they are representing themselves personally, not the Planning Commission. It is not the intent of these rules to restrict a member of the Planning Commission's ability to have a personal online presence.

1. Personal use of use of social media that adversely or negatively affects or impacts the Planning Commission or Town is prohibited.
2. Do not post any financial, confidential, sensitive, or proprietary information about the Planning Commission on a social media platform.
3. Members must not attribute personal statements or opinions to the Planning Commission when using social media. If, through their identification or posts any confusion arises, they must clarify that their posts are their own and not those of the Planning Commission.
4. Members using social media in their personal capacity are expected to be truthful, courteous and respectful towards the Planning Commission, anyone associated with the Planning Commission's work and the Town.

G. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded a reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. At the end of each agenda item, but before any action is taken by the body at each meeting. The chair may limit the time allotted for public comment. By a majority vote, the body may increase the time for open public comment and its place on the agenda.
3. 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.
4. Members of the public must be acknowledged by the chair before speaking.
5. 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.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
7. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.

- b. Declare a recess or table the issue.
- c. Adjourn the meeting until a time and date certain.
- d. Order the constable to remove disorderly person(s) from the meeting.

ADOPTED: May 5th 2025

_____ Hugh Quinn, Chair

_____ Catherine Hasbrouck

_____ Jeff Holden

_____ Scott MacDonald

_____ Carl Henshaw

Comprehensive Development Ordinance – City of Burlington, VT

Sec. 7.1.12 Electronic Message Display

An electronic message display may be permitted for any secondary school, use as defined in Article 13 in any zoning district subject to the following requirements:

- (a) An electronic message display shall not have any distracting appearance of motion including but not limited to flashing, blinking, shimmering, animation, moving video, or scrolling advertising.
- (b) An electronic message display that is readily visible to drivers of vehicles on any public way shall have characters of sufficient size to be easily discerned and must not constitute a safety hazard by distraction of drivers.
- (c) No more than one (1) electronic message display with two sides shall be permitted per secondary school.
- (d) The area occupied by the message on an electronic message display may comprise no more than fifty (50) percent of the maximum total allowable sign area as provided in Article 7, Part 2.
- (e) The message display area may have a maximum of three (3) lines of characters including all letters, numbers, spaces, or other symbols.
- (f) An electronic message display shall consist only of alphabetic or numeric characters on a plain background and may not include any graphic, pictorial, or photographic images.
- (g) A maximum of one color shall be used for an electronic message, which shall be on a dark background of one color.
- (h) The message that is displayed may change no more frequently than once every two (2) minutes. When the display of an electronic message changes, it must change as rapidly as is technologically practicable with no phasing, rolling, scrolling, flashing, or blending.
- (i) An electronic message display shall include internal ambient light monitors that automatically adjust the brightness level of its display according to natural ambient light conditions.
- (j) An electronic message display shall contain a default mechanism that freezes the sign in one position if a malfunction occurs.

Springfield VT Code of Ordinances – Signs

(18) *Electronic message display signs.* Electronic message display (EMD) signs must meet the following standards and are subject to conditional use review by the development review board:

- a) An EMD sign shall be permitted only on municipal and school properties only.
- b) An EMD sign shall have two components: a traditional sign (top) and an electronic message display (bottom).
- c) An EMD sign shall not exceed a maximum of 32 square feet and shall be a maximum height of ten feet.
- d) An EMD sign shall be static and shall not have any distracting appearance of motion, including, but not limited to, flashing, blinking, shimmering, scrolling, pulsating as well as animation, streaming or live-time video or holographic displays.
- e) An EMD sign that is readily visible to drivers of vehicles on any public way shall have characters of sufficient size to be easily discerned and must not constitute a safety hazard by being a distraction to drivers.
- f) The message display area may have a maximum of three lines of characters, including all letters, numbers, spaces, or other symbols.
- g) The area occupied by the message on an electronic message display may comprise no more than 50 percent of the maximum total allowable sign area.
- h) A maximum of two colors shall be used for an electronic message or at the discretion of the development review board.
- i) Dwell time/frequency change. Messages may change no more than once every 45 seconds unless modified by the development review board.
- j) When the display of an electronic message changes, it must change as rapidly as is technologically practicable with no phasing, rolling, scrolling, flashing, or blending.
- k) An EMD sign shall include internal ambient light monitors that automatically adjust the brightness level of its display according to natural ambient light conditions.
- l) An EMD sign shall contain a default mechanism that freezes the sign in one position if a malfunction occurs.
- m) The hours of operation of an EMD shall be permitted from 6:00 a.m. to 11:00 p.m. except in the case of a public emergency such as an "amber alert," weather advisory or other public emergency.
- n) Signs placed along state highways, must contact VTrans (802-279-9599).
- o) The EMD sign must meet all local and state setback requirements.
- p) EMD signs must be FCC compliant and must not interfere with wireless technology.