

# VLCT Annual Meeting Governing Rules

1. The Annual Meeting of the Vermont League of Cities and Towns (VLCT), the VLCT Property and Casualty Intermunicipal Fund, Inc. (VLCT PACIF), and the VLCT Employment Resource and Benefits Trust, Inc. (VERB) shall be held at a specific time and place designated by the Board of Directors of each entity.
2. Quorum. The presence of officials representing 10 percent of the member towns and cities shall constitute a quorum. For VLCT's insurance trusts, the presence of 10 percent of VLCT PACIF's membership and 5 percent of VERB's membership establishes a quorum for each entity.
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.
4. No official shall speak unless so recognized by the President, and shall address the President in the proper manner, e.g., "Mr. President" or "Ms./Madam President." Only currently serving 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.
5. Any official who wishes to speak shall raise their hand and wait for the moderator or President to recognize them. Officials may then address the President, giving their name and the town or city they represent.
6. No official may speak a second time on an issue until all other members have had a first chance to speak on that issue.
7. The President may set a limit on time for debating a question if the need arises.
8. The President may direct staff to remove an official from the Zoom if they violate the rules more than three times.
9. Elections. Nominations of elective officers shall be made by a Nominating Committee for each entity: in addition, nominations may be made from the floor. 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.

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