

# Town of Auburn, Massachusetts

Julie A. Jacobson  
Town Manager



## Board of Selectmen

Scott C. Wrenn, Chairman  
Sara Ruffi, Vice Chairman  
Daniel S. Carpenter  
Steven Chambers

### Section 100 Rules of Procedures for Auburn Board of Selectmen

Board of Selectmen – May 22, 2008

Voted: To accept the latest edition of Robert's Rules of Order as the official parliamentary procedure of governing all Board of Selectman's meetings from this date May 22, 2008 forward. Any future new editions of Robert's Rules of Order will be considered to supersede any prior editions, unless a motion to the contrary is made by the Board of Selectmen. (Motion made by Mr. Hammond; motion seconded by Mr. Westerman) voted in favor 4 – 0.

Where there is a conflict between Robert's Rules and existing procedures, Robert's Rules shall prevail.

Adopted as written – February 27, 2012

- 1.000      Legal Basis  
These Rules of Procedure are adopted in accordance with Chapter III, Section 3.01 of the 2009 amended Town of Auburn Charter.
- 1.200      Severability  
If any of the rules of procedure are found to be invalid, the other provisions shall not be affected.
- 1.300      Amendments and Additions
- a.      Amendments and additions to these rules of procedure may be made by a majority vote of the Board of Selectmen.
  - b.      Proposed amendments and additions shall be submitted in writing two weeks before discussion.
- 1.400      Selectmen Meetings
- 1.410      Regular Meetings
- a.      The Board of Selectmen will normally meet on the 2<sup>nd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> Monday of each month at 7:00 P.M. in the Auburn Town Hall, Selectmen's Meeting Room, 104 Central Street.
  - b.      The Board will meet in the Auburn High School Presentation Room prior to Special and Annual Town Meetings.
- 1.411      Holidays  
The Board of Selectmen will meet on the Tuesday following a Monday holiday at the same time and place as the regular Board meetings.
- 1.412      Meeting Cancellations
- a.      The Chairman of the Board of Selectmen after polling a majority of members may cancel a regularly scheduled meeting for the following reasons:
    1.      Inclement weather
    2.      Knowledge that a quorum will be lacking
  - b.      In cases of cancellations the Town Manager will attempt to contact all members to notify them of the cancellation.
  - c.      Cancelled meetings will not be rescheduled.
- 1.413      Non-Regular Meetings  
The Board of Selectmen by majority vote may schedule a meeting on any other day for any legal purpose in accordance with state law (MGL Chapter 30A, §20).

- 1.414           Emergency Meetings  
The Chairman of the Board of Selectmen or the Town Manager may schedule an emergency meeting of the Board of Selectmen in accordance with state law (MGL Chapter 30A, §20).
- 1.500           Organization of the Board  
1.510           Election of Chairman and Vice Chairman
- a.           At the first meeting following the annual election (within 7 days after each annual town election), the Town Manager shall preside for the election of the chairman.
  - b.           The Chairman and Vice Chairman shall be elected by majority vote of the Board.
  - c.           The Chairman and Vice Chairman shall serve at the pleasure of the Board.
- 1.511           Presiding Officer
- a.           The Vice Chairman shall preside in the absence of the Chairman.
  - b.           In the absence of the Chairman and Vice Chairman, the member with the longest term of service shall be chairman protem.
- 1.600           Motions
- a.           Actions taken by the Board of Selectmen shall be made on the basis of motions made by one member followed by a second from another member.
  - b.           Any motion or second may be withdrawn by only the member who took the action.
  - c.           After such reasonable time as the chairman may determine, any motion not receiving a second shall be declared void.
  - d.           The Chair shall rule on the validity and appropriateness of any motion.
  - e.           The Chair may be overruled by majority vote.
  - f.           The maker of the motion shall have the privilege of speaking first in discussion.

Adopted as printed –  
February 27, 2012