

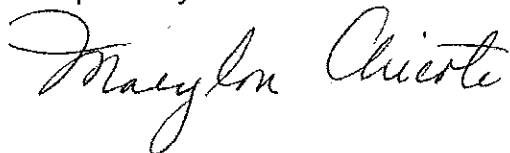
Meeting : March 16, 2016  
Draft of Minutes: 3/17/2016  
Approval of minutes: 5/4/16  
Final minutes filed: 5/10/16

Oral Health Commission – March 16, 2016  
The meeting was held at the town offices at 5:30 PM

Present: Mary Lou Albert, Jim Carroll, Marylou Chicote, , Jackie Kelley, Don Miller,  
Michael Brady absent: Rob Cauley DMD  
Guest: Chris Maguire, Associate Principal MAUMS

- First line of business was to approve the minutes from February 17, with some additions.
- Don handed out the rules of procedure, Mission statement approved, #9 under organization was changed to read: "Any member who misses three *unexcused* or *unexplained* meetings .....will be deemed to have resigned...."
- Additions to minutes were added by Mary Lou Albert. A request for data on the Middle School screening program was made by Jackie Kelley.
- Chris Maguire, Associate Principal MAUMS came in place of Principal Tim Payne who was recommended to us by Superintendent J. Culkeen. Chris gave a review of the Dental Program, including statistics. Suggestions were made on how to reach parents at conferences and open house programs, after school programs and parents night. The feasibility of the school hiring a tooth tutor was discussed along different ways of funding such as grants and a program called MAC. How to integrate improving dental health into the school health curriculum through Laura Boudreau was also discussed.
- Michael will invite Meg Outwater to the next meeting to share her thoughts.
- The next meeting date and time was scheduled for May 4, at 5:30 PM at the town offices.

Respectfully submitted



Marylou Chicote, Secretary

**RULES OF PROCEDURE As Adopted on 3/16/16  
FOR  
THE ORAL HEALTH COMMISSION OF THE TOWN OF BENNINGTON**

**MISSION:** To Advise the Select Board on matters relating to the oral health of citizens of the Bennington.

**A. PURPOSE.**

The Oral Health Commission of the Town of Bennington, is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. Meetings of the Oral Health Commission of the Town of Bennington 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 Oral Health Commission of the Town of Bennington, 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 do require a second. The chair of the body may not 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 only after being recognized by the chair. Motions to close or limit debate will be entertained.
7. Any member of the body may request a roll call vote.
8. Meetings may be recessed to a time and place certain.

9. Any member who misses three unexcused or unexplained meetings in a calendar year will be deemed to have resigned, to be replaced by the Select Board at their will.
10. These rules may be amended by majority vote of the body.

#### **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. There is no statutory requirement that an agenda be posted prior to a meeting. The agenda must be made available to any person who requests such agenda prior to the meeting. This request should be made to the chair at the convenience of the chair, not prior to 48 hours before the meeting.
3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or 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 majority vote of the body.

#### **E. MEETINGS.**

1. Regular meetings shall take place at a time and date agreed upon by the Commission at its meeting to be held in the Conference Room in the Town Hall, except as the Commission may from time to time decide otherwise.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body and to any person who has requested notice of such meetings.
3. Emergency meetings may be held without public announcement, without posting of 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 public 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 must be done by roll call. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location, the following requirements shall be met:
  - a. At least 24 hours prior to the meeting, or as soon as practicable prior to an emergency meeting, the body shall publicly announce the meeting and post notice.
  - b. The public announcement and posted notice of 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 staff or designee of the body, shall be physically present at each designated meeting location.

5. Minutes shall be taken at all meetings. Minutes must at least include the names of all members of the public body present at the meeting, and other active participants, and all motions, proposals, and resolutions made, and their dispositions, and the results of any votes taken. Minutes are public records, which must be available for public inspection and copying after five days from the date of the meeting.

#### **F. PUBLIC PARTICIPATION.**

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. At the beginning of each agenda item, but before any action is taken by the public body at each meeting, there may be 15 minutes afforded for open public comment. By 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:** March 16, 2016, by vote of the Commission.