

*How does a municipal board change the day of a regular meeting?*

According to 1 V.S.A. § 312 (c) (1), a public body must designate its regular meeting “by statute, charter, regulation, ordinance, bylaw, resolution or other determining authority.” The designation of the regular meeting must include both “time and place” of the meeting. If the public body wishes to change its regular meeting schedule, it is required to change the document or “other determining authority” used to initially set the schedule. For example, a public body that determined its schedule via a resolution will need to amend that resolution to change its meeting day. Another might set its schedule via rules of procedure, in which case it will require an amendment to the body’s rules of procedure.

When changes to either the time or place are contemplated, the public body should confirm with the selectboard that the meeting room will be available prior to making the change. The change should be reflected in the appropriate documents and be available to the public upon request. There is no requirement in the law to post a regular meeting schedule; however, it is a good idea.

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