



# TOWN MEETING TUNE –UP

## WEDNESDAY, FEBRUARY 3, 2016

### AGENDA

#### AM WORKSHOP SCHEDULE

- 8:30 Registration**
- 9:00 Welcome and Overview of the Workshop**  
**Abby Friedman, Director, VLCT Municipal Assistance Center**
- 9:05 Ruling the Unruly: How to Moderate a Vermont Town Meeting**  
Perennially popular parliamentarian Edward Chase and veteran Town Moderator and former VLCT Executive Director Steven Jeffrey will examine the role of the moderator at Town Meeting, discuss the application of Robert’s Rules of Order and Vermont state statutes, and address common and difficult situations typically faced by moderators. They will cover motions and amendments as well as more nuanced topics such as reconsideration, “fill in the blank,” “suspending the rules,” and “challenging the moderator.”  
**Edward Chase, Moderator, Town of Westford**  
**Steven Jeffrey, Moderator, Town of Northfield**
- 10:15 Break**
- 10:25 Ruling the Unruly: How to Moderate a Vermont Town Meeting II**  
Continuation of perennially popular parliamentarian Edward Chase and veteran Town Moderator and former VLCT Executive Director Steven Jeffrey will examine the role of the moderator at Town Meeting, discuss the application of Robert’s Rules of Order and Vermont state statutes, and address common and difficult situations typically faced by moderators. They will cover motions and amendments as well as more nuanced topics such as reconsideration, “fill in the blank,” “suspending the rules,” and “challenging the moderator.”  
**Edward Chase, Moderator, Town of Westford**  
**Steven Jeffrey, Moderator, Town of Northfield**

#### PM WORKSHOP SCHEDULE

- 12: 00 Lunch (Provided)**
- 1:00 Share Your Town Meeting Stories, Best Practices, Successes, and Lessons Learned**  
Bring your experiences, best practices, and ideas to share during this informal session. Have you developed forms or documents to help you or your town meeting colleagues? Here’s your chance to share your Town Meeting “toolbox,” best practices, and experiences that have helped you successfully navigate Town Meeting. Panel members will be available to answer your questions.  
**Garrett Baxter, Senior Staff Attorney, VLCT Municipal Assistance Center**  
**Edward Chase, Moderator, Town of Westford**
- 2:00 Break**
- 2:45 Complete Evaluations**
- 2:50 Conclusion - Closing Remarks**

*“Town meetings are to liberty what primary schools are to science; they bring it within the people’s reach, they teach men how to use and how to enjoy it. A nation may establish a free government, but without municipal institutions it cannot have the spirit of liberty.”— Alexis de Tocqueville*