How to Get An Item on the Selectboard Meeting Agenda Template

Copyright Vermont League of Cities and Towns
Current as of: 11/16/2026

VLCT's "How to Get an Item on the Selectboard Meeting Agenda" template can be used by Selectboards to help establish a clear, transparent, and predictable process for getting items on the meeting agenda, which is essential for effective governance. By clearly explaining **who** may request agenda items, **how** requests are submitted, and **when** they are due, the template reduces confusion for board members, staff, and residents alike. This clarity helps prevent misunderstandings, frustration, and the perception that decisions are being made informally or behind the scenes.

The template also supports better meeting management. When agenda items are submitted with defined information and by a set deadline, the selectboard and staff have adequate time to prepare, review materials, and identify whether an item is ready for discussion or action. This leads to more focused meetings, more productive deliberations, and better-informed decisions. It also reduces the likelihood of last-minute additions that can disrupt meetings.

Equally important, the template reinforces transparency and fairness in public engagement. Residents and community groups are clearly told how to bring issues forward and what to expect after making a request. When requests cannot be scheduled immediately, the expectation of an explanation helps maintain trust and accountability.

Used as a handout and onboarding tool, it promotes consistency over time and strengthens confidence in the selectboard's process.

Feel free to use VLCT's template as-is or adapt it for the needs of your board. You can customize the shaded blanks and specifics (meeting schedule, deadlines, contacts) to match your municipality's practice, then save this as a 1-page handout in your Selectboard Onboarding Packet and on your website. The goal is to help you hit the ground running, not waste time reinventing the wheel!

How to Get an Item on the Selectboard Meeting Agenda (DOCX, 40.29 KB)

Copyright Vermont League of Cities and Towns
Current as of: 11/16/2026

Publication Date

02/03/2026

Copyright Vermont League of Cities and Towns
Current as of: 11/16/2026