

# **How to Get An Item on the Selectboard Meeting Agenda Template**



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 or create legal risks.

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.

Finally, by acknowledging Vermont's Open Meeting Law and outlining how urgent items are handled, the template helps the selectboard stay compliant while still remaining responsive. 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. The goal is to help you hit the ground running, not waste time reinventing the wheel!

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Publication Date



02/03/2026



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Current as of: 2/23/2026