Staff Report on Agenda Item for Selectboard Meeting Template

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Current as of: 11/15/2026

VLCT's "Staff Report on Agenda Item" template can be used by selectboards to ensure that decisions are supported by clear, consistent, and well-organized information. By requiring staff to summarize the issue, explain the background, and analyze the current situation, the template helps board members quickly understand what is being asked and why it matters.

The structured analysis section is particularly valuable. It prompts staff to address strategic alignment, financial impacts, timing considerations, and legal or policy requirements in advance, reducing the risk that important factors are overlooked during the public discussion. This allows the selectboard to focus its meeting time on thoughtful deliberation rather than basic fact-finding.

Including alternatives and a clear recommended action strengthens decision-making and transparency. Board members can more easily compare options, understand tradeoffs, and explain their decisions to the public. The proposed motion further streamlines meetings by clarifying what action is being considered and how it may be voted.

Finally, this template supports accountability and good governance. Written staff reports become part of the public record, demonstrating that decisions were made based on reasoned analysis and complete information. Over time, consistent use of this format improves staff preparation, shortens meetings, and builds public confidence in the Selectboard's process and outcomes.

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!

Staff Report on Agenda Item Template (DOCX, 26.45 KB)

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