

Selectboard Organizational Meeting Checklist

We recommend taking these steps at the town selectboard's first meeting after Town Meeting.

- **The Oath of Office:** All selectpersons are required to take an oath of office prior to assuming the office.
 - **Tip:** A swearing-in ceremony just before the start of the selectboard's organizational meeting publicly welcomes newly elected and returning members to the board. Take photos and video of the ceremony for use on the town's website and to be shared on social media.
- **Organization of the selectboard:** Elect a Chair and, if applicable, a Vice Chair.
- **Appoint the tree warden.**
- **Make other appointments.** Though no longer required, the selectboard may appoint three fence viewers; a pound keeper; an inspector of lumber, shingles and wood; a weigher of coal; and a grand juror.
- **Designate day, time, and place** of regularly scheduled selectboard meetings.
- **Designate locations** for posting meeting notices.
- **Designate the newspaper of record** for public notice.
- **Authorize one or more selectboard members** to review and approve orders on behalf of the entire board.
- **Make appointments to fill vacancy(-ies)** in any elected town office(s).
- **Plan for effective and legal meetings.** VLCT's [Effective and Legal Meetings Toolkit](#) includes guidance documents to help municipal boards and committees manage their meetings, clarify expectations of both municipal officials and meeting attendees, comply with [Vermont's Open Meeting Law](#), and promote meaningful public participation.
- **Plan for compliance with Open Meeting Law training requirements.** Beginning January 1, 2025, the law requires annual Open Meeting Law training for local chairs of legislative bodies, municipal managers, and mayors. See [Vermont League of Cities and Towns Open Meeting Law Resources](#) and the [Secretary of State's Open Meeting Law Training](#).
- **Plan for compliance with the statewide Municipal Code of Ethics.** Encourage all municipal officers to take the Ethics Commission's [free online training](#). The training is required for members of legislative bodies, quasi-judicial bodies, chief administrative officers, mayors, and town or city managers. Review other actions that towns must take under the provisions of the new [Municipal Code of Ethics](#). See the [Vermont State Ethics Commission's homepage](#) and [Act 171 Preparation Checklist for Municipalities](#).

Officers of VLCT members can find additional information about the steps in this checklist at [Selectboard Organizational Meeting Checklist Detail](#). In addition, [VLCT's Selectboard Handbook](#) provides easy access to a wide range of resources relevant to the selectboard's discharge of their duties.

If you have questions, please pose them to VLCT's Municipal Assistance Center, ideally through either our [Ask A Question](#) webpage or your Municipal Access Portal dashboard. You can also email info@vlct.org or call 800-649-7915.