

## Selectboard Policy Adoption Process

### Rationale for Board Process:

Selectboard policy dictates procedure and management of Town affairs. This policy further defines course of action given conditions .and determines present and future decisions. Policy impacts residents, town employees and town governance. It is therefore imperative that the policy adoption process provide ample time for public awareness, input, and thoughtful decision .by the Selectboard.

### Policy Adoption Process

1. **STEP I:** Selectboard identifies need or Staff presents need for a policy or policy revision to the Selectboard for consideration.
2. **STEP II:** Selectboard requests Staff to prepare a draft for review.
3. **STEP III:** Staff prepares draft with the assistance of appropriate commissions, town employees, town attorney, focus group, or other available resources.
4. **STEP IV:** Draft policy is "**Introduced**" to the Selectboard for consideration. If the Selectboard "Accepts the Introduction" of the draft policy, the draft is placed on an upcoming meeting agenda for "First Reading."
5. **STEP V:** During "**First Reading**" of the draft, public comment is obtained, and the Selectboard may opt to adopt the policy. If additional discussion of the policy is required, a "Second Reading" with public input followed by Selectboard action will occur at a subsequent meeting.
6. **STEP VI:** "**Second Reading**" and "Selectboard Action" if necessary.