

The purpose of these Bylaws is to assist the Milton Economic Development Commission (hereinafter referred to as the "Commission") with carrying out its duties, meeting its responsibilities, and avoiding misunderstandings by establishing precise rules of procedure. By identifying what is required of the hearings, record keeping, and Commission determinations, cases may be handled more effectively and efficiently, resulting in greater protection for the Town and more equitable treatment for applicants.

ARTICLE I – GOVERNING RULE

The Commission shall be governed by the provisions of the Town of Milton Charter, the Town of Milton Administrative Code and all other applicable State statutes, local laws, ordinances, and these bylaws.

ARTICLE II – ADVISORY RESPONSIBILITIES

The commission will have advisory responsibilities, such as, but not limited to, the following:

1. Advise Town of Milton Staff and Selectboard regarding work toward continuing infrastructure improvements to facilitate and encourage appropriate business investment;
2. Advise Town of Milton Staff and Selectboard regarding the development of promotional materials for public education and promotion of Town of Milton economic development goals and objectives;
3. Advise the Town of Milton Staff and Selectboard regarding methods to be used in the implementation of the Economic Development Strategy and the hiring of consultants to assist with said implementation;
 - a. Assist in the evaluation of existing taxation policies and methods;
 - b. Assist in the evaluation of proposed amendments to the Zoning and Sub-division Regulations;
 - c. Assist in the development of means to promote the Town regionally;
 - d. Assist in the evaluation of existing land use policies as they relate to strengthening the Town's tax base;
4. Advise the Town of Milton Staff and Selectboard regarding means to advocate for business interests;
5. Assist in educating the public regarding economic issues facing the Town;
6. Advise the Town of Milton Staff and Selectboard in the conduct of studies to monitor economic trends in the Town, region and state.

ARTICLE III –STRUCTURE AND MEMBERSHIP

1. The Commission is made up of a combination of business and community advocates.
2. The Commission shall consist of not less than nine nor more than fourteen voting members.

3. No less than three (3), nor more than five (5), voting members shall be community representatives who are registered voters of the Town of Milton. Community members shall be appointed by the Selectboard, and community membership terms shall be for three years with staggered expirations, so that no more than two expirations occur in the same year.
4. No less than four (4), nor more than seven (7), members shall be owners or high-ranking representatives of businesses operating within the Town of Milton. Business members shall be appointed by the Selectboard, and business membership terms shall be for three years with staggered expirations, so that no more than one-third of membership expirations occur each year.
5. One of the voting members will be the Town Manager.
6. One of the voting members will be the Superintendent of Schools.

ARTICLE IV – ROLES AND RESPONSIBILITIES

1. A Chair, Vice-Chair and a Clerk will be elected by a majority vote of all members present and voting at the first meeting of the fiscal year (the fiscal year is defined as July 1 through June 30).
2. The Chair will preside at all meetings and hearings of the Commission, decide all points of order and procedure, and appoint any subcommittees that may be found necessary.
3. The Vice-Chair will assume the duties of the Chair in their absence.
4. The Clerk will assume the duties of the Chair in absence of both the Chair and the Vice-Chair.
5. A representative of the Town Staff will notify members of the expiration of their terms thirty (30) days before they are set to expire.
6. The Town's Staff representative shall be responsible for scheduling all items on the agenda for the upcoming meeting, with final approval from the Chair.
 - a. If the Town's Staff representative determines that there are more items proposed for the agenda than can be reasonably dealt with at the upcoming meeting, the Town's Staff representative shall schedule the time for the following meeting upon approval by the Chair. In this instance, the Town's Staff representative shall ensure that the person requesting the item is informed of the meeting date for which the item has been scheduled.
7. The Town's Staff representative shall be responsible for preparing and distributing the agenda, along with the minutes of previous regular and special meetings, and other agenda items, to the Commission members no later than 48 hours prior to the meeting for regular meetings (or 24 hours prior for special meetings), in accordance with Vermont Open Meeting Law (1 V.S.A. §§ 310-314).

ARTICLE V – MEETINGS

1. The date, time and frequency of all regular meetings of the Commission will be determined by a majority vote of all members present and voting at the first meeting of the fiscal year.
2. The Commission may schedule work sessions as needed to complete its work or to effectively involve the public in the decision-making process.
3. The Commission may schedule special meetings regarding any matters it deems appropriate.

4. The Commission may schedule duly warned public hearings, pursuant to the Town of Milton Charter and consistent with Town policies and Vermont Open Meeting Law.
5. Members will be notified by a representative of the Town Staff as soon as possible concerning any cancellations or special meetings.
6. Members will notify the Chair of the Commission and the Town Staff representative by 4:00 p.m. the day prior to a morning meeting or 12:00 p.m. the day of a late-afternoon/evening meeting if unable to attend a regular meeting, special meeting, or public hearing.
7. A quorum will consist of a majority of the members of the Commission.
8. The order of business at all regular meetings of the Commission will be consistent with Town Policy and Vermont Open Meeting Law.
9. For work session items dealing primarily with proposed regulatory changes, the following general rules may apply:
 - a. Subcommittees may be appointed, as necessary.
 - b. The subcommittees will arrange for times convenient to all members.
 - c. Members of the community will be encouraged to participate in subcommittees.
 - d. The Commission will prepare advisory reports to the Selectboard with regard to such regulatory changes and will present its findings to the Selectboard.

ARTICLE VI – CONDITIONS FOR REMOVAL

1. A good attendance record will be a provision for continued service on the Commission by any member. Conditions for removal from the Commission on the basis of attendance will be as defined by the Town of Milton's Administrative Code.
2. Members will adhere to standards of conduct as defined by Town Policies and the Town of Milton's Administrative Code that pertain to Town Staff and Town Officers, including but not limited to policies related to social media, conflicts of interest, and the acceptance of gifts and donations. Failure to adhere to these standards may result in removal from the commission by the Selectboard.

ARTICLE VII – CONFLICT OF INTEREST

Members of the Commission are governed by Subchapter 7 of the Town Charter, which addresses Conflicts of Interest (24 App. V.S.A. ch. 129, § 701), Charter Compliance (24 App. V.S.A. ch. 129, § 702) and the Code of Ethics (24 App. V.S.A. ch. 129, § 703).

ARTICLE VIII – RECORDS

All records of the Commission, including meeting minutes, will be public and kept on file with the Milton Town Clerk's office, in accordance with state statutes (1 V.S.A. § 312). These records shall be available for inspection by any person and for purchase of copies at cost upon request, also in accordance with 1 V.S.A. § 312.

ARTICLE IX – PROCEDURES

1. Procedural flow of meetings will be governed by *Robert's Rules of Order Newly Revised (latest edition)* with amendments as required by Vermont statutory requirements.
2. All motions will be worded positively in order to be considered proper. Negatively worded motions will be considered out of order.
3. All motions will carry when they receive an affirmative vote of a majority of Commission members present.
4. A polled vote will be taken on any motion when called for by a Commission member. A polled vote, when taken, will be in alphabetical order.
5. Citizens will be recognized for comment at the discretion of the Chair.
6. Any person may request to be placed on the agenda of Commission meetings.
 - a. The agenda shall be set by the Chair of the Commission.
 - b. Other members, staff, and the public may contact the Chair directly, or the Town's Staff representative directly, to request that particular items be placed on an agenda of an upcoming Commission meeting.
 - c. The deadline to request an item on the agenda is one (1) week prior to the meeting time.

ARTICLE X – RULES OF CONDUCT AT COMMISSION PUBLIC HEARINGS AND MEETINGS

At all warned hearings of the Commission, or at any Commission regular meeting involving the presence of members of the community, the following rules of conduct will apply:

1. The Chair will direct the person setting forth a proposal to present such proposal.
2. The Chair will ask if there are any persons present who have comments with regard to the proposal. The Chair will then ask each person who has any comments or questions to step forward, state his or her name, and ask their questions.
3. After all persons have been heard, the Chair will open the discussion to members of the Commission. Such discussion will occur in an orderly fashion, with no more than one person speaking at any given time.
4. If more questions from persons present result from the discussion, the Chair will repeat the procedure set forth in number 2 above.

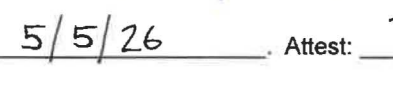
ARTICLE XI – AMENDMENTS

These rules may be amended at any regular meeting by an affirmative vote of a quorum of the Commission provided that such amendment has been presented in writing to each member of the Commission at least 48 hours prior to the meeting at which the vote is taken, in accordance with Vermont Open Meeting Law (1 V.S.A. §§ 310-314). The amendments must then be presented to and approved by a majority vote of Selectboard.



town of
miltonvt
SELECTBOARD

Dated at Milton, Vermont this 4th day of May, 2026.

	Darren Adams, Chair
	Michael Morgan, Vice Chair
	Diane Barrows, Clerk
	Leland Morgan, Member
	Betsy Paret, Member

Filed with the Milton Town Clerk's Office on 5/5/26 Attest: Krist Beas

