

**TOWN OF SHELBURNE  
BOARD OF CIVIL AUTHORITY  
RULES OF PROCEDURE SUBCOMMITTEE  
MINUTES OF MEETING  
October 11, 2019**

**DRAFT**

**MEMBERS PRESENT:** Tom Little (Chair); Nancy Baker, David Webster, Lee Suskin

**ADMINISTRATION:**

**OTHERS PRESENT:** None

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**1. CALL TO ORDER**

Tom Little called the meeting to order at 8:00 AM.

**2. PUBLIC COMMENT**

None.

**3. RULES OF PROCEDURE**

The Subcommittee proceeded to discuss the working draft of possible revisions to the Board's Rules of Procedure, identifying areas where clarity needs to be improved and asking questions at the granular and high levels. David Webster left the meeting at 9:30 a.m.

Tom agreed to work on a revised draft.

**4. OTHER BUSINESS**

There was no other business.

**5. ADJOURNMENT**

**Lee Suskin moved to adjourn the meeting and Nancy Baker seconded the motion. All voted in favor.**

The meeting adjourned at 9:45 AM.