

Town of Lincoln Town Meeting Advisory Committee

Approved 6/3/2025 by Selectboard

1. **NAME:** This body shall be known as the Town Meeting Advisory Committee.
2. **PURPOSE: (Mission Statement)** The purpose of the Committee is to research and propose options to optimize participation in Town of Lincoln voting, create opportunities for an informed vote, and a process that is fair, accessible and inclusive.
3. **DURATION:** The Town Meeting Advisory Committee shall exist upon formation by the Lincoln Selectboard, in a duly warned meeting, until January 20, 2026, or until The Selectboard, in consultation with the committee, may extend the existence of the Committee and expand its duties and functions.
4. **DUTIES AND FUNCTIONS:** The duties and functions of the Town Meeting Advisory Committee shall include, but not be limited to:
 - a. Define the problem to be solved.
 - b. Define what the solution should accomplish.
 - c. Ensure that the solution is within allowed regulations.
 - d. Determine barriers to each possible solution.
 - e. Research and compare the processes of other Vermont towns.
 - f. Explore ways of increasing participation.
 - g. Update the Selectboard with regular progress reports.
 - h. Prepare and present the information at the Special Town Meeting organized to vote on the article.
5. **MEMBERS and OFFICERS:**
 - a. The Selectboard shall appoint no more than nine (9) and no less than five (5) plus an ex officio non-voting member.
 - b. All members of the Committee shall be registered voters in Lincoln.
 - c. The Committee shall elect a Chair, Vice Chair, and Clerk and define their roles and duties.
6. **MEETINGS:**
 - a. The Town Meeting Advisory Committee is a Town of Lincoln committee and shall comply with Open Meeting Law (OML). The Committee shall be responsible for selecting a knowledgeable Committee member or other individuals to educate new Committee members on OML and ensure that all requirements of this law are observed as it relates to the Town Meeting Advisory Committee.
 - b. The Town Meeting Advisory Committee shall decide its own meeting schedule and structure. It shall meet no less than one (1) time each month.
 - c. The Selectboard approves the use of electronic participation when appropriate.
 - d. With prior approval by the Selectboard, the Committee may ask for administrative assistance from a town employee (e.g. Assistant to the Selectboard).