

## **Town of Elmore Select Board Annual Review SOP**

Effective:

**Purpose:** The purpose of this SOP is to establish a guideline for the Select Board to annually review and take appropriate actions on training and town documents. By following this SOP, annual requirements shall be met and new board members shall have important Town-related information.

**Scope:** This SOP applies to the Elmore Select Board.

**Responsibility:** It is the responsibility of the Elmore Select Board to ensure that all required training is completed and that all review requirements are met. This includes documentation of training.

### **Definitions:**

- SOP is defined as a Standard Operating Procedure
- OML is defined as Open Meeting Law

### **Training and documents covered under this SOP**

#### **Hard copies shall be available in the Elmore Town Clerk Office**

Required State of Vermont

- Open Meeting Law Training
  - Secretary of State Annual training for local chairs of legislative bodies
- Ethics Training
  - State Ethics Commission approved training
    - Initial training within 120 days after election of appointment of a member of a legislative body or a quasi-legislative body
    - A municipality shall make responsible efforts to provide training to all other municipal officers.
    - Continuing ethics training, after initial, is every three years.

Required Town of Elmore

- Review of road classification within the town
- Review of donated lands and any information associated with the donation
- Review of monetary donations to the town and associated amount or designation.
- Review of all Town of Elmore SOPs
  - Select Board Annual Review
  - Open Meetings
  - Contacting the Town Attorney
- Review of Town Website to confirm mandatory postings
  - Municipal Code of Ethics
  - Procedures for the investigation and enforcement of complaints
  - Whistleblower procedures
- Review of the Local Hazard Mitigation PPlan
- Review of the Local Emergency Management Plan

**Procedure:**

1. Each required State Training, Town of Elmore document and SOP shall have its own signature page created for the current year. (signature pages may reflect multiple years)
2. Each required individual shall sign and date completion of training or review on the corresponding signature page for the current year.
3. The completed signature page for state required training shall be filed with this SOP. Each Chairperson will ensure members complete training. Other State issued proof of training completion is acceptable and does not need to be duplicated. In this case, the signature page shall be used as a checklist and updated if the list is revised mid-year.
4. The signature pages for road classification, review of donated lands, review of monetary donations shall be filed with this SOP.
5. The signature page for all other Town of Elmore SOPs shall be filed with the corresponding SOP.
6. Any changes to the State of Vermont training, roads, lands and monetary donations or revisions to SOPs shall be documented as a revision on the corresponding document when the revision is adopted.
7. All documents shall be available to the public as a hard copy. There is no website requirement.

**Compliance**

Documentation of OML and Ethics training is required by the State of Vermont. Compliance shall be shown by signature pages and/or other official documentation.

Documentation of compliance to all Town of Elmore requirements shall be shown by corresponding signature pages.

**Revision History**

This SOP may be amended by a majority vote of the Select Board members at a regular meeting. Revision history entries shall include:

- Date of revision
- Description of the changes
- Names of individuals that approved the changes

**Appendix**

Town of Elmore Land and Financial Donations

Town of Elmore Road Classification

**Revision History Record**  
**(revision documentation after 6/11/2025)**  
**Multiple revision dates may be entered on this page**

**Date of Revision:**

**Description of the change:**

**Revision approved by (include voting record)**

**Town of Elmore Select Board Annual Review Signature Page**

**2026**

*I have read and understand the Town of Elmore Select Board Annual Review SOP.*

**NAME**

**SIGNATURE**

**DATE**

**Glenn Schwartz**

**Sharon Fortune**

**Trevor Braun**