

Policies for Select Board Meetings

Sullivan, Maine

Section 1. Purpose and Scope

The Select Board is elected by the citizens of Sullivan to perform the people's business. The purpose of these policies is to establish reasonable rules of procedure for Board meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These rules shall govern the Board's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Officers and Duties

Officers of the Board shall consist of a Chairman and Vice-Chairman to be chosen annually at the first regular meeting in each year by and from among Board members unless otherwise provided by law. The Chairman shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these rules or other law to enable the Board to perform its duties and conduct its affairs. The Chairman shall, if desired, delegate running the meeting to the Vice-Chairman but shall not delegate other authority. The Board employs a Town Manager who shall, in consultation with the Chairman or Vice-Chairman, set the agenda for each meeting. In the absence of the Chairman, the Vice-Chairman shall preside and shall have the same authority as the Chairman. The Town Manager shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by law.

Section 3. Meetings

Select Board Meetings shall be held on the second Monday of each month or as otherwise necessary or required by law. In between regularly scheduled meetings, the Board may independently review and approve disbursement warrants. Such warrants shall be available for public inspection prior to collection of individual signatures. Once a majority of the Board has signed an expenditure warrant, the warrant shall be considered approved and the Treasurer shall disburse such funds as directed. Special meetings may be called at the discretion of the Chairman or

upon the request of a majority of the Board, provided, however, that notice thereof shall be given to each member and to a representative of the press at least 1 week in advance and that no business may be conducted other than as specified in said notice. Notice of all Board meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law. No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being present. A quorum is defined as at least two (2) members.

The Select Board meetings shall follow an Agenda developed prior to the meeting at the discretion of the Town Manager in consultation with the Chairman or Vice-Chairman. The Agenda will then be posted on the Town Web Site prior to the regularly scheduled meeting. The Agenda shall follow the structure shown in Attachment A.

The Board recognizes the value of public comment on municipal issues. To permit fair and orderly expression of such comment, the procedures described herein shall be followed to ensure that the Board has time to conduct its business in a professional and timely manner.

All Select Board meetings are open to the public for observation. The Board provides an opportunity for public input during the Public Comment Agenda item. All other proceedings are for the Board only and the public does not have a right to comment during these items. If a member of the public wishes to speak to an agenda item, the only time to do so is during Public Comment. In certain cases, the Select Board Chairman could ask for public comment on specific Agenda items.

At no time during the Board meeting will the public be allowed to argue, debate or introduce a topic that is not on a Select Board Agenda. Should an organization or private individual wish to have a matter placed on the Select Board agenda, a written request detailing the specifics of the subject shall be submitted to the Town Manager for consideration.

If you wish to speak, wait until the Chairman has opened the floor to public comments. When the Chairman has recognized you, stand, state your name for the record, the agenda item and nature of your business.

All comments and questions must be addressed to the Chairman. Questions may not be asked of individual Board Members. The Chairman may allow a question to

be answered only if an answer is easily given. Should the matter need further legal research or discussion, the question will be noted and taken up at a future meeting.

If you are introducing written materials, charts or other documentation, provide copies to the Chairman for distribution.

The Chairman has the right to set a time limit for comments. Be prepared to state your business in a brief and concise manner. A person shall have one opportunity to speak on an issue.

Comments should be courteous. Personal remarks or accusatory comments are always out of order. Any person who disrupts a Board meeting may be required to leave in order to permit the orderly consideration of the matter for which the meeting was called. Profanity, disorderly language or gestures at meetings are prohibited.

During the debate and discussion, the audience shall not disturb the proceedings by whispering, talking or other distractions. If this occurs, the Chairman may interrupt the speaker and ask that the body quiet down and show courtesy for the speaker.

4. Public Hearings

Public hearings of the Board shall be called as required by law or on such other occasions, as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter. The Chairman shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present their case in the order determined by the Chairman and without interruption, provided, however, that the Chairman may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chairman, provided however, that the Chairman may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 5. Participation and Voting

Any action of the Board shall require the affirmative vote of a majority of the membership present unless otherwise provided by law. No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon. All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon or may declare they are abstaining to vote on the particular motion before the Board.

Section 6. Decisions

All decisions of the Board shall be made within the time limits, if any, established by law. All final decisions shall be in writing, shall become a part of the Board's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefore. Notice of any decision, if required, shall be given as prescribed by law. The Board may reconsider any decision at the same meeting or at a subsequent meeting within 30 days of its original decision, provided, however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration. The Board may conduct additional hearings and receive additional evidence and testimony as provided herein.

Section 7. Conflict with Laws

Any conflict or inconsistency between these rules of procedure and any applicable law shall be resolved in favor of the law.

Section policies, or any provision thereof, may be waived on any occasion by majority vote of the Board unless otherwise provided by law. These policies may be amended at any time in writing by majority vote of the Board after notice hearing on the proposed amendment.

Adopted by the Board on August 12, 2019.

Rusty Gordon

Rusty Gordon, Chairman

Ray Daley

Ray Daley

Roger E. Wakefield

Roger E. Wakefield

The Sullivan Board of Selectmen

Attachment A Sample Sullivan Select Board Meeting Agenda

- Call to order – Select Board Chairman/Vice-Chairman

Note: Remainder of meeting chaired by Select Board Chairman or designated Select Board member

- Approval Minutes from Previous Meeting
- Treasurers Warrant (if needed)
- Old Business
 - Cover items discussed in previous meetings that have yet to be resolved
- Department & Committee Updates
 - Cover any regular updates desired.
- New Business
 - New Agenda items determined by the Town Manager in conjunction with the Select Board
- Public Comment
- Motion for Adjournment