



TOWN OF CASCO

SELECTBOARD MEETING POLICY

APPLICABILITY: This policy shall apply to all meetings held by the Town of Casco Selectboard.

PURPOSE: The intention of this policy is to create order so that efficient and productive Selectboard meetings may be conducted. This policy is in no way meant to limit public participation but rather set clear expectations and rules of procedures.

GENERAL: The purpose of Selectboard meetings is to conduct the business of the Town. All Selectboard meetings are open to the public and citizens are encouraged to attend. Participation by members of the public shall occur in a respectful manner and at times deemed appropriate to ensure that the Selectboard is able to conduct business in an orderly and efficient manner as outlined in this policy.

Negative comments related to personnel matters shall not be heard.

RULES & PROCEDURES: The following are Selectboard rules and procedures for conducting the Selectboard meetings. These rules may be modified as the Selectboard deems appropriate, by vote, in order to conduct the business of the Town.

1. The Chair of the Selectboard shall run the meeting. In the absence of the Chair, the Vice-Chair may run the meeting; in the absence of both the Chair and Vice-Chair the members present may appoint an interim chair for the meeting.
2. The Selectboard meetings require a quorum of three members to conduct the business of the Town. If three members are not present, those members present may vote to adjourn the meeting to another time. Notice of the rescheduled meeting shall be given to all members of the Selectboard and the public.
3. The Selectboard will schedule meetings as far in advance as practical. Meeting schedules will be posted on the Town website and at the Town office. Changes in meeting schedules will be posted on the Town website. If unscheduled special or emergency meetings are required notifications will comply with State Statute requirements for notice to the public and media.
4. Action by the Board requires a motion, a second and a vote. In order for a vote to pass at least three board members must vote in the affirmative. In case of tied vote, a motion will be treated as automatically postponed and placed on the next Board agenda for consideration. The meeting clerk shall record who made the motion, who seconded the motion and the final vote tally.
5. Members of the public will be welcome to offer comments during Public Participation listed on the agenda not to exceed two minutes in duration, per person. Additional information may be provided to the Board in writing, either at or in advance of the meeting. The topics may be the choice of the speaker. If topics warrant an extended discussion or require some action by the Selectboard, the Board may request that topic to be placed on a future agenda. The total amount of time set aside for this part of the meeting shall not exceed 15 minutes without a Board vote.

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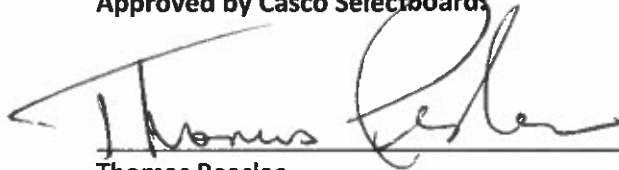

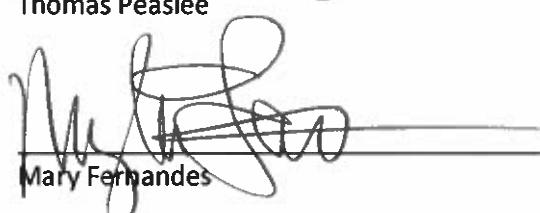
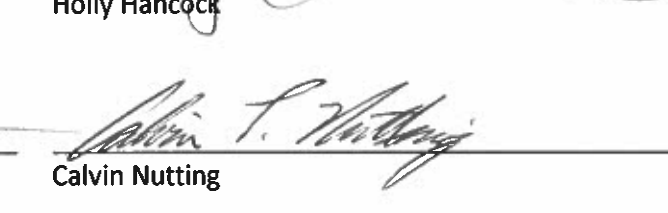

6. Members of the public are welcome to submit a request to either a Selectboard member or Town Manager to be placed on a future agenda outside of Public Participation for consideration of inclusion.
7. Members of the public shall address the Board from a designated podium. Members of the public shall refrain from speaking until recognized by the chair.
8. Rules for approaching the podium may be waived at the discretion of the Board Chair.
9. Rules for the public participation portion of Board meetings do not apply to public hearings. The Board may vote to waive the rules and invite public discussion when, in the opinion of the Board, the additional public discussion would be beneficial to the Board's decision making process.

EXECUTIVE SESSIONS: The Selectboard has a right to meet in a private and confidential manner called Executive Sessions, as allowed or required by State and Federal law. The Selectboard shall not take any action, including votes, during Executive Sessions.

This policy supersedes any prior policy related to this subject.

Date: *Oct. 29, 2019*

Approved by Casco Selectboard:

 Thomas Peaslee	 Holly Hancock
 Mary Fernandes	 Calvin Nutting
 Grant Plummer	