

TOWN OF NORRIDGEWOCK

BOARD OF SELECTMEN

RULES OF PROCEDURE

Amended June 21, 1995, July 16, 1997 and March 18, 1998

The Selectmen of the Town of Norridgewock, Maine, hereby adopt the following rules of procedure and conduct for themselves and their successors until and unless amendments are made by formal majority vote of a legitimate standing Board of Selectmen:

1. ROLE OF THE CHAIRMAN

It shall be the responsibility of the Chairman who is elected to serve by a majority of the Board of Selectmen to conduct all meetings of the standing Board according, so much as is reasonable and prudent, to “Robert’s Rules of Order, The Modern Edition”, which is a simplified version of the original 1876 text. The Chairman is charged with controlling the Selectmen’s meetings in an orderly and effective manner during which the business of the Board may be conducted as freely and openly as possible to make their decisions.

The Chairman shall serve as liaison and principal contact person of the Board of Selectmen and Town staff through the Town Manager. The Chairman shall inform the Town Manager and all members of the Board of Selectmen of substantive matters and ensure that the chain of communication between elected and appointed officials is encouraged. The Town Manager will serve as the liaison between the Board and the employees in similar respect.

In the absence of the Town Manager or other authorized staff member, the Chairman shall assume responsibility for media relations on behalf of the Town. In all ways the Chairman shall comply with Title 30-A M.R.S.A. 2525 et seq to ensure that municipal meetings are conducted properly according to law and as described in the Maine Municipal Association “Handbook for Municipal Officers”. The Chairman is also charged with ensuring that the Town’s responsibilities under “Town Manager Plan” form of government as defined in Title 30-A M.R.S.A. Subchapter II and the specifics of the Town Manager’s contract are fulfilled.

Should the Chairman miss three regular Selectmen’s meetings in a row, s/he shall automatically forfeit the chairmanship to the Vice Chairman, and another Vice Chairman shall be elected by the body. Exception to this would be extenuating circumstances approved by the Board.

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2. ROLE OF THE VICE-CHAIRMAN

The Vice-Chair performs all of the duties of the Chairman in his/her absence. In addition, it shall be the responsibility of the Vice-Chairman to ensure that those individuals who wish to comment on specific agenda items shall be recognized to speak at the appointed time in the Board of Selectmen's meetings. Individuals will be required to identify themselves prior to addressing the Board.

3. CHAIN OF COMMUNICATION

It is the intent of the Norridgewock Board of Selectmen that communication be encouraged among both elected and appointed officials and employees of the Town in an informal manner under the administration of the Chairman. However, it shall be the policy of the Town to strictly observe Title 30-A M.S.R.A. 2635 which reads:

It is the intent of this subchapter that the Board of Selectmen as a body shall exercise all administrative and executive powers of the Town except as provided in this subchapter. The Board of Selectmen shall deal with the administrative services solely through the town manager and shall not give orders to any subordinates of the manager either publicly or privately. This section does not prevent the Board of Selectmen from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or any matter relating to the welfare of the Town.

4. STATUTORY AUTHORITY AND ROLE OF SELECTMEN INDIVIDUALLY

The Board of Selectmen are permitted by statute to act solely as a body, and have no authority individually, when public notice of a Selectmen's meeting has not legally been provided (1 M.R.S.S. 40 et seq, the Maine Right To Know Law), or when quorum requirements cannot be met. This does not preclude the Board from conducting informal workshops with appropriate public notice, even without a quorum present; however, said workshop sessions are for discussion and the sharing of information only, and no official business of the Town can be conducted under these circumstances. In any event, unintended meetings, when a quorum of municipal officials discuss town business in a public or private setting, or even by telephone, without adequate public notice, shall be unacceptable. (See Chapter 5,

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“Handbook for Municipals Officers”, June, 1991 Edition)

5. MEETING DATES AND TIMES

The Board of Selectmen shall continue, until further Board action to change, to conduct regular meetings on the first and third Wednesday of every month at 6:00 PM in the Town Office. No individual presentation by a person or organization shall be permitted to exceed fifteen minutes in length.

6. AGENDA PREPARATION, AUTHORIZATIONS, DEADLINES

It shall be the duty of the Chairman, along with the Town Manager, to prepare the agenda for each regular and special Selectmen’s meeting. Any member of the Board or the Town Manager may place items on the agenda for discussion. The agenda for each meeting shall be in each member’s box by the end of the work day on the Friday before the Selectmen’ meeting. All members shall receive any printed information that is placed in any one member’s box to ensure that every member of the Board is acting upon the same information during the decision making processes.

Members of the Board of Selectmen who will be unable to attend a meeting shall advise the Chairman at least twenty-four hours before the meeting whenever possible.

7. QUORUM REQUIREMENTS

Three members of the five-member Board of Selectmen shall constitute a quorum. However, if only three members are present, no action may be taken unless the vote of those in attendance is unanimous (i.e. three yeas, no nays).

8. ADJOURNMENT

Any Board of Selectmen’s meeting shall begin at 6:00 PM and shall adjourn at 9:00 PM unless said meeting is extended by a majority vote of members present. Any items left undiscussed at 10:00 PM shall be tabled until the next meeting or another time certain.

9. MAILBOXES

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Each member of the Board of Selectmen shall have a special area designated for his/her personal receipt of printed materials, agendum, correspondence, memoranda, reports, etc. These are to be accessible to Board members at any time. Mail that is addressed by name shall only be opened by the addressee; however, s/he shall immediately, upon opening, make copies available for all other members and the town manager if relevant to any Town affairs.

10. ETHICS

The members of the Board of Selectmen commit themselves to the highest ethical standards and adopt as their own the ethics policy approved by a prior Board in February, 1994.

Board members shall make diligent effort to remain open-minded and receptive during any debate or deliberation, and shall not take an uncompromising or unyielding position prior to the discussions by the full Board. Individual members shall not contrive, scheme, nor barter votes on issues prior to meeting discussions, in order for the democratic process to continue unfettered in the public view. Rather, they shall examine the issues thoroughly in advance, so far as possible. They will solicit and share information with each other and the Town Manager, and permit the public Board discussions to determine the votes they will make, recognizing the need for negotiation and compromise on some occasions.

Adopted by the Board of Selectmen of the Town of Norridgewock this

3rd day of April , 2013.

Original signed document at the Town Office

Ronald Frederick

Matthew Everett

Charlotte Curtis

James Hilton

Sallie Wilder