



TOWN OF CASCO

SELECTBOARD RULES OF ORDER AND PROCEDURES

Section 1. PURPOSE: The intention of this policy is to establish reasonable rules of procedure for Board meetings and to promote the fair, orderly, and efficient conduct of the Board's behavior, proceedings, and affairs. These rules shall govern the Board's practices and procedures except as otherwise provided by law.

Section 2. OFFICERS; DUTIES

Officers of the Board shall consist of a Chair and Vice-Chair to be chosen annually at the first Board meeting after the annual town meeting by and from Board members, unless otherwise agreed upon by the Board. In the event selection of a new Chair and Vice-Chair is delayed, the current officers' terms will hold over. All members of the Selectboard are required to vote. The position of Chair shall be limited to two (2) consecutive one (1) year terms, requiring and at minimum a term of one (1) year between each two (2) year period.

The Chair of the Selectboard shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine course of proceedings. In the absence of the Chair, the Vice-Chair shall preside and have the same authority. In the absence of both the Chair and Vice-Chair the members present may appoint an interim chair for the meeting.

In accordance with 30-A M.R.S.A. § 2635, "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."

The majority of the Board shall have final say over matters before the Selectboard. With the exception of duties and powers listed in this policy, no single Selectboard member shall have more authority than another.

Section 3. MEETINGS: 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.

- A. 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.
- B. 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.

- C. 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.
- D. 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.
- E. 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.
- F. 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.
- G. Rules for approaching the podium may be waived at the discretion of the Board Chair.
- H. 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.
- I. **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.

Section 4. CONFLICT OF INTEREST

The Selectboard shall rely on and abide by 30-A M.R.S.A. § 2605 Conflicts of Interest. This includes avoiding the appearance of any potential conflict of interest by disclosure or by abstention.

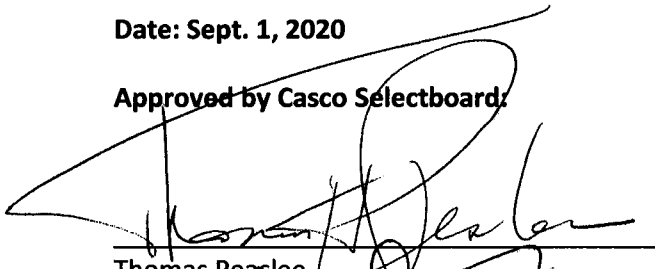
Section 5. CODE OF ETHICS

The Selectboard shall subscribe to the Code of Ethics for Appointed and Elected Municipal Officials, addendum A, and shall avoid behavior that that may be in conflict with the Code.

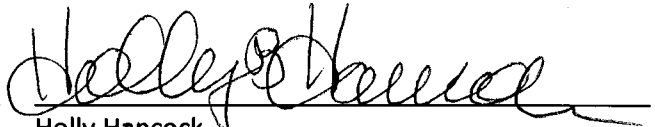
This policy supersedes any prior policy related to this subject.

Date: Sept. 1, 2020

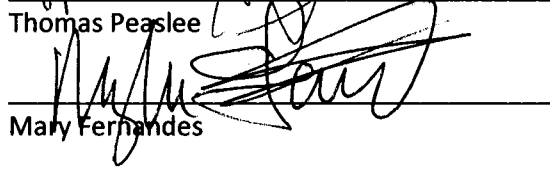
Approved by Casco Selectboard:



Thomas Peaslee



Holly Hancock



Mary Fernandes



Robert MacDonald

Vacant