



Town of Clinton

27 Baker Street

Clinton, ME 04927

426-8511 phone

426-8323 fax

BOARD of SELECTMEN Rules of Procedure

Meeting Format

1. An orderly meeting requires Selectmen to share the floor, listen to other Selectmen, not interrupt another who is speaking, be respectful to others when speaking, and remain focused on the topic being discussed. The Chair may require all participants to be recognized by the Chair before speaking on the record about an item on the Board's agenda. When a motion is made and seconded, it is preferable to begin the discussion by recognition of the Selectman making the motion. The Chair should participate in the discussion after the other members have had an initial opportunity for discussion.
2. The board is allowed to discuss an Agenda item without the necessity of a formal motion being made by a member.
3. The Chair will recognize the Town Manager to explain an Agenda item if there is uncertainty about the meaning of the agenda item. The Chair will recognize the Town Manager for comment and input with respect to each matter on the Board's agenda before a final vote or other action by the Board. At any time during the discussions or deliberations by the Board, after being recognized by the Chair, a Selectman may directly ask a question to, or request information or comment from, the Town Manager. The Town Manager may refer such a question or request to a Town Department head or municipal official in attendance at the meeting.

Rules of Procedure

The Chair will be generally guided by the Tenth Edition of Robert's Rules of Order Newly Revised for the conduct of the Board's meetings.

Public Comment

1. A reasonable opportunity for public comment will be given before the Board's vote on a matter of municipal policy, as opposed to a procedural, ministerial, or executive matter. The Chair will direct when public comment will be accepted on a matter before the Board. The chair may set reasonable limits on public comment heard or received at the meeting. After the Chair recognizes a member of the public, the person will approach the Board and sit at the Public Comment / Questions Table. The purpose of speaking from this table is to insure the comments are recorded and Board members can clearly hear the comments or questions. Written comments signed by the author(s), which are submitted to the Board before the meeting by filing or mailing to the Town Office, will be



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considered by the Board as public comment. Any written questions from the public must be received by the Town Manager's office before 10:00 AM, on the Wednesday preceding the meeting. After public comment is heard or received, the Board will further consider the matter before a vote or other action is taken by the Board.

2. Any questions from the public, during a public comment period, addressed to a Selectman, the Town Manager, or a Town employee or official, will go through the Chair. The Chair has the discretion whether to recognize the question or rule the question is out of order or otherwise not proper.

3. An agenda item titled "Comments / Questions from the Public Concerning Matters Not Related to Items on the Agenda" is limited to fifteen (15) minutes. The Chair will ask for a show of hands for those wishing to speak. The fifteen (15) minutes will be divided between the number wishing to speak. The speakers will be directed to sit at the public comment / questions table. The Chair has the discretion whether to recognize the comment / question or rule the comment / question out of order or otherwise not proper.

4. A member of the public who becomes unruly or interrupts the orderly conduct of the Selectman's meeting will be asked to leave.

Meeting Agenda / Public Notice

1. The Board will not conduct a vote on any matter that is not on the agenda of the Board's meeting, unless of an "emergency" nature. The Board may, under the category of "Other Business Emergency Matter", act upon any emergency matters that could have a serious or adverse effect on the community, public health, or well-being of the Town in the event Board action is delayed. Any matter that is not on the agenda may be discussed, if determined appropriate by the Chair, but no answer will be expected and no vote taken until a later Board meeting.

2. The second to last agenda item will be planning the Agenda for the next scheduled Board meeting. The Board may vote to require a specific matter to be placed on the agenda for the next meeting.

3. All items to be considered on an agenda for a regular or special meeting must be received by the Town Manager or Chairman of the Board of Selectmen by 10:00 AM on the Wednesday preceding the meeting. The Town Manager and the Chair, Board of Selectmen will meet via E-mail, phone or in person to prepare the Agenda not later than 12 Noon on the Thursday prior to the meeting. The agenda will be posted at the Town Office and on the Town's Web Site by 3:00 PM on the Friday prior to the meeting. The agenda and materials necessary for the Selectmen's review will be delivered to each Board of Selectmen, by the Police Department, not later than 8:00 PM on the Friday prior to the meeting.



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4. It is sufficient to post, as public notice, the Resolution specifying Selectmen meeting dates, time and place on the Town Office bulletin board. A public notice must be posted in at least five conspicuous places around Town for any special or emergency meeting of the Board. The Morning Sentinel must be notified in the event of an emergency or special meeting of the Board.

Legal Counsel

1. The Town Manager will promptly inform the Board of Selectmen Chair as to the Town's receipt of service of a Complaint or other pleading filed against the Town in Federal, State, or other judicial or administrative forum and will promptly notify the Town's liability insurer as to the receipt of a complaint or other pleadings which may potentially be covered under the Town's insurance policy. Within fourteen (14) days after the Town's receipt of service, the Board will meet to determine whether legal counsel needs to be retained, and decide what legal counsel will be retained to represent the Town's interest in defense of such legal action.

2. A notice of Tort Claim served upon the Town will promptly be delivered to the Town's Liability Insurer and a copy will be provided to each Selectman before the next Board meeting.

3. No legal action will be filed or otherwise prosecuted by the Town without prior authorization by the Board of Selectmen.

4. The authorization to retain legal service for a specific matter will be approved by the Board of Selectmen.

5. Only current members of the Board of Selectmen, Town Manager, Town Clerk and Code Enforcement may request written and/ or telephonic legal opinions from the Maine Municipal Association (MMA) Legal Department.

Personnel Complaints

Pursuant to the Town Charter, Section 2.03 (f) and 2.07 (b), the Board of Selectmen agrees to follow this specific procedure for receiving, investigating and responding/ resolving citizen complaints about town government action or inaction including the conduct of any Town Official or department.

1. In the event that a member of the Board of Selectmen transmits to the Town Manager, either verbally or in writing, a complaint or grievance about town government action or inaction, including the conduct of any Town Official or department, that Member or Town Manager shall prepare a written memorandum summarizing the complaint or grievance, which shall be confidentially filed by the Town Manager and confidentially forwarded to all other members of the Board of Selectmen, such as by



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confidential inclusion in the next Board of Selectmen Meeting packet of information.

2. The Town Manager may, in his discretion, await further action by the Board of Selectmen, including its decision whether to schedule an executive session for a personnel issue, before proceeding further to investigate or respond to the matter.

RULES OF PROCEDURES ADOPTED BY THE BOARD OF SELECTMEN ON JULY 12, 2011 BY:

Jeffrey Towne

David Watson II

Geraldine Dixon

Ed Blanchard

Ronnie Irving