

Town of China Select Board Meeting Policy

The Town Select Board's collective powers are put into action at the Select Board meetings. It is here that the Select Board conducts its business. The opportunity for citizens to be heard, the availability of local officials to the citizenry, and the openness of Select Board meetings all lend themselves to the essential democratic nature of local government.

1. Meeting Schedule

Regular meetings are held every two weeks on Monday at 6:30 p.m., in the China Town Office meeting room, at 571 Lakeview Drive, China, Maine 04358. In the event of a holiday or other exigency, the meeting will convene at the earliest possible date following.

2. Public Notice of Meetings

Pursuant to Maine statute, towns are charged with notifying the public of Select Board meetings as cited here:

Public notice shall be given for all public proceedings as defined in section 402, if these proceedings are a meeting of a body or agency consisting of 3 or more persons. This notice shall be given in ample time to allow public attendance and shall be disseminated in a manner reasonably calculated to notify the general public in the jurisdiction served by the body or agency concerned. In the event of an emergency meeting, local representatives of the media shall be notified of the meeting, whenever practical, the notification to include time and location, by the same or faster means used to notify the members of the agency conducting the public proceeding. (1 M.R.S. §406)

The procedure followed by the Town of China is as follows:

a. Notices for Select Board Meetings

Except where a specific means of notifying the public of a proceeding is otherwise provided by law or ordinance, notice of meetings of the Select Board are posted on the town's website calendar, on the LED sign in front of the Town Office and on the LiveStream schedule (also accessible from the town's website).

b. Preliminary Agenda of Select Board Meeting

The agenda for Select Board meetings will be posted in the following public places in the Town. The Town Manager will also provide a copy of the agenda to the members of the Press who cover the Town of China.

- China Town Office
571 Lakeview Drive

China, ME 04358

- The Town's Official Website: www.china.govoffice.com

c. Duties of Town Clerk

The Town Clerk will ensure public notification of meetings and posting of preliminary agendas is completed in accordance with this policy and 1 M.R.S. §406. In the event of a conflict between the State statute and this policy, the State statute will be enforced.

3. Special and Emergency Meetings

Special and Emergency meetings may be called by either the Chairman of the Select Board or by the written request of three (3) Select Board members. Notice of a special or emergency meeting will be provided as required by statute. The notice shall specify the time and place of the special meeting and the business to be transacted. Special care shall be exercised to ensure the members of the press that regularly cover the Town of China are notified in accordance with statutory requirements.

4. Placing Items on the Agenda

All matters to be presented to the Select Board at its regular meetings are reviewed by the Town Manager and the Select Board Chairman. The Chairman may change the order of business on the Agenda when he/she deems it to be of a greater public benefit to facilitate public participation.

Requests of items for consideration on the agenda may be made by any one of the following methods:

- Select Board Members
- By an Advisory Board
- Via a written citizen request
- Town Manager

The Chairman and Town Manager will review all agenda requests prior to regular meetings. The Chairman will have final approval of all items.

Requests (oral or in writing) shall be given at least 10 working days prior to the meeting to allow enough time for research and preparation.

5. Video Recording of Meetings

The Town Clerk, or designee, shall make and keep video recordings of all meetings of the China Select Board, except those meetings or portions of meetings conducted in Executive Session. Recordings and related records of all Select Board meetings, except as referenced above, shall be

retained by the Town in accordance with the Maine Local Government Records Retention Schedule (5 M.R.S. §95-B).

6. Order of Business – Regular Meetings

The Select Board, by adoption of this procedure, establishes the general order of meetings. This section summarizes each meeting component. The Chairman of the Select Board may, at any time consider items in a different order.

Call to Order/Pledge of Allegiance

Roll Call

Approval of previous meeting minutes

Warrant approvals

Department reports

Unfinished Business

New Business

Managers Communications:

Adjournment

a. Public Comment

Persons wishing to address the Select Board, who are not specifically scheduled on the agenda will be invited by the Chairman to the podium at the beginning of New Business. Comments will be limited to those items listed on the agenda. Speakers will limit their remarks to 3 minutes, and may not speak more than once on a topic on the agenda. No speaker may convey or donate his or her time for speaking to another speaker. If many people wish to speak to a particular issue, the Chairman may choose:

- 1) To limit the total amount of time dedicated to that single issue; and/or
- 2) continue the time for public comments on that issue to a future meeting;
- 3) In the event of single subject group comment, at the discretion of the Chairman, single time allocation for a spokesperson greater than three (3) minutes can be allowed.
- 4) Groups that desire to designate a spokesperson shall submit to the Chairman, prior to comment, a list of present group constituents or others in agreement so that duplication will not occur.

Speakers are required to sign the “Sign-in Sheet” provided. Anyone who has not already signed

the sign-in sheet shall not be permitted to speak.

Written comments may be submitted into the record of a Select Board meeting by presenting the written document, with sufficient copies for the Select Board and Town Manager, to the Secretary of the Select Board. The document will not be read aloud.

The Chairman has the authority to preserve order at all meetings of the Select Board, to cause the removal of any person from any meeting for disorderly conduct, and to enforce the rules. The Chairman may command assistance of any peace officer of the Town to restore order at any meeting.

Citizens with complaints, concerns, or questions, will be encouraged to refer the matter to the Town Manager, or ask that the matter be placed on a future Select Board meeting with the appropriate background information.

b. Addressing the Select Board – Generally - Written Communications

All persons may address the Select Board by written communication, including e-mail. Such written communication pertaining to items subject to proceeding procedures will be made a part of the public record but will not be read aloud. Written comments may be submitted to the Select Board at any time by mailing or otherwise delivering to the Town Clerk at 571 Lakeview Drive China, ME 04358. The Clerk will distribute a copy of the correspondence to each Select Board member.

c. Oral Communications

All persons may address verbally, either:

- During the Public Comments of the Agenda for items on the Agenda;
- During proceedings, following Board (and applicant, if applicable) comments;
- During items on the agenda that are not proceedings, etc., following staff comments at the discretion of the Select Board.

d. Addressing the Select Board -- Manner – Limits

Each person wishing to address the Select Board needs to be recognized by the Chairman, will give his or her name in an audible tone of voice for the record, and shall limit the address to three (3) minutes. No person other than the Select Board and the person having the floor will be permitted to enter into any discussion, either directly or through a member of the Select Board, without the permission of the Chairman.

e. Addressing the Select Board -- After a Motion is made

After the Select Board makes a motion, no person may address the Select Board during its deliberations on the motion. A member of the Select Board may request the Chair to allow for a point of order in the event of an oversight or error in the presentation of the motion. The Chair

will then ask the Select Board to vote on suspending the rules to allow a person to address the point of order.

In the event of single subject group comment, at the discretion of the Chair, single time allocation for a spokesperson greater than three (3) minutes may be allowed. Groups that qualify for this special treatment shall submit to the presiding officer, prior to comment, a list of present group constituents or others in agreement so that duplication will not occur.

After a meeting is adjourned, no member of the public shall be permitted to address the Select Board or staff.

f. Old Business

Items and topics which have been previously brought before the Select Board and require final disposition shall be placed under Old Business.

g. New Business

Items or topics that are new to the Select Board shall be scheduled for consideration/action under this section of the agenda.

h. Executive Session

At the call of the Chairman or presiding officer, or with a majority vote, the Select Board may enter Executive Session to discuss and consider matters identified in and in compliance with 1 M.R.S. 405. All deliberations that necessitate an Executive Session shall clearly indicate the statutory reference and provide sufficient detail for its purpose in the motion to enter the executive session.

i. Adjournment

All Select Board meetings will conclude not later than 9:30 PM unless extended by motion of the Select Board. In the event the remaining agenda cannot be concluded at any meeting by the time listed above, the meeting will be recessed to a definite time and place and notice of such continued meeting will be given as provided by statute. At the conclusion of the meeting, no further discussion or business that pertained to the agenda items, may be held between the members of the Select Board.

Given under our hands this 6th day of January, AD 2020

Ronald R. Breton
Ronald R. Breton

Irene L. Belanger
Irene L. Belanger

Donna M. Mills-Stevens
Donna M. Mills-Stevens

Wayne D. Chadwick
Wayne D. Chadwick