

**Town of Casco**  
**Meeting cancellation policy**  
Adopted by Selectmen January 18, 2000

In order to provide for the legal notification, and safety and welfare of Town employees, committee volunteers, and citizens the Board of Selectmen have adopted the following policy for notification and decision making when scheduled meetings are to be canceled.

- The responsibility for decision making shall rest with the Town Manager or the Town Manager's designee.
- The Town Manager or designee shall be responsible to determine if the need to cancel is an appropriate and legal reason based on circumstances present. Reasonable effort will be made to communicate with the appropriate chair or facilitator prior to cancellation to discuss the ramifications of cancellation and alternate meeting times if appropriate.
- Circumstances, which may warrant cancellation of meeting, may include, but not be limited to the following:
  - Inclement weather that creates a hazard to travel to and from the meeting.
  - Building emergencies that do not allow the building to be used, however reasonable efforts shall be made to find alternate accommodations.
  - Inability to have a legal quorum present to hold a meeting.
  - Personal emergencies involving essential personal to the meeting.
- In the event the Town Manager or designee has made the judgement that a meeting should be canceled the following shall occur:
  - A determination should be made by or about 3Pm of the day of the meeting.
  - All committee members should be contacted.
  - All members of the public expected to attend, all guest speakers, consultants, and Town staff should be contacted.
  - Notice should be posted on the CATV bulletin board
  - Notice should be given to radio stations (usually 4 stations)
  - Notice to 3 major local TV stations
  - The Bridgton News should be contacted; any other reporters who we are aware may be attending.