



TOWN OF CASCO

Selectboard Meeting Cancellation Policy

Section 1. Purpose: This policy establishes procedures governing the cancellation of Selectboard meetings to ensure consistency, transparency, and compliance with the Maine Freedom of Access Act ("FOAA"). It is intended to provide clear guidance to the Selectboard and municipal officials regarding the cancellation and rescheduling of publicly noticed meetings.

Section 2. Authority to Cancel:

A duly scheduled Selectboard meeting may be canceled by the Chair of the Selectboard or by a majority vote of the Selectboard taken during a public proceeding.

The Town Manager may cancel a meeting in consultation with the Selectboard Chair when immediate action is required due to emergency conditions or unforeseen circumstances affecting the ability to convene the meeting.

Section 3. Grounds for Cancellation:

A Selectboard meeting may be canceled upon a determination of the Selectboard Chair or Town Manager that holding the meeting is impracticable and not in the best interests of the Town. Such determination may be based on circumstances including, but not limited to, anticipated lack of a quorum, inclement weather or hazardous travel conditions, emergencies affecting public safety or municipal operations, insufficient business requiring Board action, or failure of meeting facilities, utilities, or technology.

Section 4. Notice of Cancellation:

- A. In accordance with the Maine Freedom of Access Act, which requires public notice of meetings "whenever practicable," notice of cancellation shall be provided as soon as practicable following the decision to cancel.
- B. Notice of cancellation shall be posted using the same methods and in the same locations as the original meeting notice, including, where applicable, the municipal website and designated public posting locations.
- C. Where the original meeting notice was distributed to media outlets or other interested parties, reasonable efforts shall be made to provide corresponding notice of cancellation to such recipients.

Section 5. Content of Notice.

Notice of cancellation shall identify the date and time of the meeting and clearly state that the meeting has been canceled. A statement of the reason for cancellation may be included when deemed appropriate, but shall not be required. If known at the time of posting, information regarding the rescheduling of the meeting may also be included.

Section 6. Public and Stakeholder Communication:

The Town shall make reasonable efforts to notify individuals scheduled to appear before the Selectboard, including applicants, presenters, or other participants, as well as local media outlets and other stakeholders who regularly follow Selectboard proceedings.

Section 7. Rescheduling:

- A. A canceled meeting may be rescheduled at the discretion of the Selectboard.
- B. Any rescheduled meeting shall be noticed in accordance with FOAA's requirement that public notice be provided "whenever practicable."
- C. Agenda items from a canceled meeting may be carried forward to a subsequent meeting as determined by the Selectboard.
- D. Any public hearings scheduled during the canceled meeting must be re-noticed in the same manner prescribed by ordinance and statute.

Section 8. Emergency Cancellations:

In the event of sudden or unforeseen emergencies, including but not limited to severe weather events, power outages, or public safety incidents, a meeting may be canceled without advance notice. In such circumstances, notice of cancellation shall be posted as soon as practicable, and the basis for the emergency cancellation shall be documented in the municipal record. Notice of the emergency cancellation shall also be distributed to local media outlets as practicable.

Section 9. Recordkeeping

The Town shall maintain records of meeting cancellations as part of its official records. Such records shall include, to the extent applicable, the original meeting notice, the cancellation notice, and documentation of the reason for cancellation, together with any related communications. All such records are public records for purposes of FOAA.

Section 10. Compliance

This policy shall be interpreted and applied in a manner consistent with the Maine Freedom of Access Act and all other applicable provisions of Maine law. In the event of any conflict between this policy and applicable law, the requirements of state law shall control.

Adopted this ___th day of May 2026.

Approved by Casco Selectboard:

_____ Grant Plummer, Chair

_____ Robert MacDonald, Vice-Chair

_____ Mary-Vienessa Fernandes

_____ Scott Avery

_____ Eugene Connolly