



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. The Board shall automatically appoint the Vice-Chair to Chair after the annual Town Meeting. The outgoing Chair is prohibited for holding an Officers position for at least one year, unless otherwise approved by the Selectboard. One of the three remaining Selectboard members shall be chosen as Vice-Chair. 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 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. Placing Items on the Agenda:

Selectboard: A Selectboard member may request an item to be considered on a future agenda. Such request shall be submitted to the Town Manager by noon the Wednesday preceding the next regularly scheduled meeting. Informational material to be included within the Selectboard's packet shall be delivered to the Town Office by noon on the Wednesday before the meeting, so that it can be copied and distributed to the Board.

Members of the Public: A member of public may request an item to be placed on a future agenda through communications with a Board member asking them to sponsor the item for the agenda. The same deadlines as for Selectmen apply.

Emergency Items and Items not on the Agenda: Emergency items and items not the agenda may be added to an agenda. Items not on the agenda may be added to the agenda only if (1) the need to consider the item arose after the posting of the agenda and; (2) there is a need to take immediate action at this meeting of the Selectboard.

The Selectboard Chair and Vice Chair will meet with the Town Manager on the Thursday before the scheduled meeting to review the agenda. The agenda and back up material will be a posted by the Friday before the scheduled meeting.

- C. The Selectboard's regular monthly meetings will be twice a month at 6:30pm on the first and third Tuesdays of the month. If the regularly scheduled meeting falls on a recognized holiday or there other scheduling conflicts, the Selectboard may schedule an alternate date. During the year, the Selectboard may meet less or more than twice a month. Meeting schedules will be posted on the Town website and at the Town office as far in advance as practical. 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.
- D. 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.
- E. 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.

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

Section 6. Compensation

The Selectboard shall be compensated via stipend based on Budgetary approval at the Town's Annual Town Meeting. Nothing in this process prevents an Selectboard member from waiving payment for their services.

This policy supersedes any prior policy related to this subject.

Date: February 15, 2022

Approved by Casco Selectboard:




 Mary-Wenessa Fernandes



 Robert MacDonald

Holly Hancock


 Eugene Connolly



 Scott Avery

Town of Casco

Code of Ethics for Appointed and Elected Municipal Officials

As a member of my board, committee or commission (hereinafter referred to as "board"), I will strive to be an advocate for the over-all well being of the Town of Casco and to that end:

1. I will have integrity in all matters.
2. I will attend scheduled board meetings or notify the staff of my inability to attend.
3. I will come to board meetings informed concerning the issues under consideration.
4. I will make policy decisions based on the available facts and appropriate public input.
5. I will make formal decisions based on any and all applicable local, state and federal regulations and ordinances.
6. I will encourage individual board member expression of opinion and establish an open, two-way communication process with all segments of the community.
7. I will communicate, in accordance with board policies, public reaction and opinion regarding board policies, actions, and programs to the full board and administration.
8. I will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, state regulations, and court orders pertaining to the board.
9. I will refrain from using the board position for personal or partisan gain and avoid any conflict of interest or the appearance of impropriety.
10. I will respect the confidentiality of privileged information learned in any Executive Session.
11. I will make no decisions on behalf of the board unless expressly authorized by the board.
12. I will not attend any meetings pertaining to business of the board without express permission of the board.
13. I will be informed about current issues through individual study and participation in appropriate programs, such as those sponsored by my state association.
14. I will always remember that the foremost concern of the board is to improve and enhance the quality of life for the residents and visitors of the Town of Casco.
15. I will abide by 30-A MRSA §2605, Conflicts of Interest law.

Therefore, I will always strive to demonstrate appropriate behavior/conduct as a board member.

Signature of Official

Date