

**Town of Sweden Select Board Meeting Rules of Order and Procedure:
Adopted March 12, 2013
Revised June 2014, July 25, 2023**

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 noted by law.

Officers and Duties:

The Chair is chosen annually by and from among the Board members. The Chairman shall preside at all Board meetings and shall have the authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings.

The majority of the Board shall have final say over matters before the Select Board. With the exception of duties and powers listed in this policy, no single Select Board member shall have more authority than the other.

The Administrative Assistant to the Select Board shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by law.

Board Meetings:

No business may be conducted by the Board except at a duly called and noticed meeting, and only with a quorum consisting of a majority of the Board being present.

The Select Board requires a quorum of two members to conduct the business of the Town. If two members are not present, the meeting will be rescheduled and notice of the rescheduled meeting shall be given to all Select Board members and the public.

Regular meetings of the Board shall be held on the second and fourth Tuesdays of each month, or as otherwise deemed necessary or required by law.

Special meetings may be called at the discretion of the Chair, or upon the request of the majority of the Board.

The Select Board will schedule meetings as far in advance as practical. Meeting notices and change notices will be posted as required by law at the Town office and, if possible, on the Town website

All meetings shall be open to the public for observation, unless the Board enters into an Executive Session pursuant to 1 MRSA §405.

Members of the public may offer comments during the Public Comments portion of the agenda, not to exceed three 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 of the Select Board, the Board may request that topic be placed on a future agenda. The total amount of time set aside for this part of the meeting shall not exceed twenty minutes without a Board vote.

Members of the public are welcome to submit a request to be added to an agenda. Requests must be submitted to the Administrative Assistant no later than the end of day Friday, before a regularly scheduled Select Board meeting.

If unscheduled special or emergency meetings are required, notifications will comply with State Statute requirements for the public and media.

Standard Board Meeting Agenda:

1. Pledge of Allegiance

2. Call to Order

3. Opening Statement

“Select Board Meetings are open to the public, and we welcome and encourage the public to attend. However, public participation in the meeting is at the discretion of the Board Chair. Please do not speak, unless recognized by the Chair, and please do not ask to be recognized.”

To be included at regular meetings: “There will be a twenty-minute public comment section at the end of the meeting, when anyone in attendance may speak briefly.”

Alternately: “As this is a special meeting, there will be no public comment section at the end.”

4. Introduction of Attendees

5. Read Minutes from previous Meeting (Motion, second, discuss, then vote).

6. Report of officers and committees (in alphabetical order):

- Animal Control Officer
- CEO
- Fire Chief
- Road Commissioner
- Treasurer
 - Warrant (review with Treasurer, discuss, approve and sign)
 - Financial Reports
- Others as necessary (Administrative Assistant to the Select Board, Town Clerk, Tax Collector, Planning Board, Road Advisory Committee, ad hoc committees, etc.)

7. Old business

- Assignments from previous meeting(s)

8. New business

- From Municipal Officer's "To Do" List
- Other

9. Communication & Bills

- Correspondence Received (by date):
- Correspondence Sent (by date):

10. Public Comments

11. Assignments for next meeting Will be listed under old business on the next agenda – any unresolved issues can be carried for more than one meeting if necessary).

12. Announcements

13. Adjournment

Conduct of Board Meetings:

- The Chairman shall take the chair at the time appointed for the meeting, lead the Pledge of Allegiance, call the members to order, cause the roll to be called and identify those members absent. No meeting of the Board shall be held without a quorum consisting of at least 2 members.
- A quorum being present, the Chairman shall cause the Minutes of the preceding meeting to be discussed and accepted by the Board, with or without amendments, and proceed to business. Copies of the Minutes will be available prior to the meeting.
- Members of the public are allowed to attend. The FOAA requires that the general public be given full access to public proceedings, such as meetings of the municipal officers, **but full public access does not mean an unconditional right of public participation. Public hearings and the town meeting are two occasions when the public is specifically allowed to participate. 2016 MOM page 28..**
- The members of the Select Board will discuss town business with input from others in attendance only when requested, or with permission of the meeting chair.
- This is a Select Board (SB) meeting and only the members of the Select Board are to discuss town business with input from others in attendance only when requested or with permission of the meeting chair.
- The Chairperson shall preserve decorum and decide all questions of order and procedure, subject to being overruled by a majority vote of the board.

When a member is about to speak, they shall respectfully address the Chairman, and confine himself to the question under debate. Members shall address each other respectfully and courteously. No member speaking shall be interrupted by another, unless by the chair calling the board members to order or by the chair or other member attempting to correct a mistake.

- If order cannot be maintained, the chair may call a recess or entertain a motion to adjourn the meeting. If they deem it necessary to preserve decorum and avoid physical harm, the Board may call law enforcement.
- The Select Board can choose to address issues raised by attendees if appropriate.
- Persons wishing to address the Board on an item which appears on the agenda shall wait until the Board considers such item. The Chairman may choose to recognize a member of the public, or a member of the public may be recognized by majority vote of the members present, to speak to a particular question of the item under consideration. When a person is recognized, they shall address the Board, shall state their name and address in audible tone for the record, and shall limit their remarks to the particular question under discussion. All remarks and questions shall be addressed to the Board as a whole and not to any individual member thereof. No member of the public shall interrupt the person having the floor. If not recognized to speak during the regular portion of the meeting agenda, comments may be made during the Public Comments portion of the agenda. A record shall be kept of those speaking before the Board.
- If an attendee claims to represent another individual or business; a letter authorizing that individual to represent them is to be submitted to the Board.

Public Comments

The Public Meeting provisions of the Maine Freedom of Access Law do not require that the public be allowed to speak at meetings of the Select Board, however, the Select Board will provide a forum for comments during the Public Comments portion of the meeting agenda.

Specific Procedures: The following procedures shall be observed by the public when attending a Select Board Meeting:

1. Each regularly scheduled (second and fourth Tuesday) meeting of the Select Board shall have set aside a period of time for Public Comments. This period shall not exceed twenty minutes, except upon a concurring vote of the majority of the Select Board members present to extend that period.

2. Those wishing to speak shall be prepared to state their business in a brief and concise manner. Persons speaking during the Public Comments portion of a meeting shall be limited to three minutes, except upon a concurring vote of the majority of the Select Board members present to extend that period. Any extension of an individual's speaking period shall also extend the total Public Comment period an equal amount of time.
3. If you wish to speak, wait until the Chairman has opened the floor to Public Comments. When the Chairman has recognized you, stand, state your name for the record, the agenda item you are referencing and nature of your business.
4. For addressing items that may exceed the three minute Public Comment limit, residents can request to be added to the regular Select Board meeting agenda.
5. During the Public Comment portion of a meeting, the residents of the Town of Sweden shall be given an opportunity to speak first; non-resident taxpayers/business owners shall have an opportunity to speak second; all other persons will then have an opportunity to speak as time allows.
6. All comments and questions must be addressed to the Chairman. Questions may not be asked of individual Board Members. The Chairman may allow a question to be answered only if an answer is easily given. Should the matter need further legal research or discussion, the question will be noted and taken up at a future meeting.
7. If introducing written materials, charts or other documentation, at least six copies shall be given to the Chairman for distribution.
8. Special meetings of the Select Board convened to address a specific issue may or may not contain a Public Comment period.
9. Comments shall be courteous.
10. Any person who disrupts a Select Board meeting, or who engages in other prohibited behavior, may be required to leave in order to permit the orderly consideration of the matter for which the meeting was called.

Prohibitions:

1. No person shall speak regarding scandalous, irrelevant or repetitive matters.
2. Profanity, accusatory comments, disorderly language/gestures or disruptive behavior at meetings is prohibited.
3. The Board will not entertain public comments about specific individuals or personnel. Such matters should be referred to the appropriate administrator or person.

4. During debate and discussion, the audience shall not disturb the proceedings by whispering, talking or other distractions.

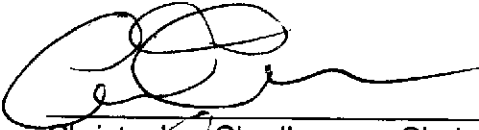
Amendments:

These By-laws may be amended by a two-thirds vote of the entire membership of the Select Board.

ADOPTION

Policy adopted by the Town of Sweden Select Board on

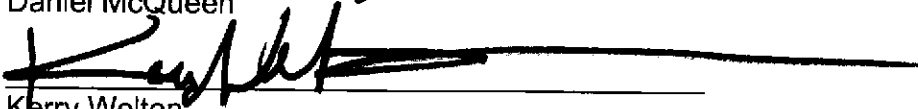
July 25, 2023



Christopher Chadbourne, Chairman



Daniel McQueen



Kerry Welton

A true copy
Attested

Ross A. McKenzie

DATE:

July 25, 2023