

## HARTLAND MAINE PROCEDURE POLICY FOR SELECT BOARD MEETINGS

The Following guidelines shall be followed by citizens when attending a Selectman's Meeting.

The Select board is elected by the citizens to perform the people's business. To permit fair and orderly expression and comments, the procedures described shall be followed to ensure that the Board has time to conduct its business in a timely manner.

Citizens may attend all Select Board meetings with the exception of executive meetings. Citizens may tape or record meetings. However, under Maine Law citizens do not have a right to speak unless given permission to do so. Because we want to hear your concerns there will be a place at the beginning of the meeting for public comments about listed agenda items. All other proceedings are for the Board only and the public does not have a right to comment during this time unless a citizen is recognized by the Board Chair.

At no time will the public be allowed to argue, debate or introduce a topic that is not on the Select Board Agenda. Should a person or an organization wish to have an item placed on the agenda, a written request detailing the specifics of the subject shall be submitted to the Board for consideration.

During public comments if you wish to speak, all questions must be addressed to the Chairperson. When the chair has recognized you, stand, state your name for the record and the agenda item and nature of your business. Questions may not be asked of individual Board members. The Chair may allow a question to be answered only if an answer is easily given. Should the matter need further research or discussion, the questions will be noted and taken up at a future meeting.

If you are introducing written materials, charts or other documentation, at least four copies shall be given to the Chairperson for distribution.

The Board will not entertain comments about specific individuals. Such matters should be referred to the appropriate administrator.

Comments should be courteous. Personal remarks or accusatory comments are always out of order. Any person who disrupts a Board meeting may be required to leave in order to permit the orderly consideration for which the meeting was called for.

During the discussion of the Board, the audience shall not disturb the proceedings by whispering, talking or other distractions.

In the event that further procedures for order need to be employed for any reason, the board will utilize these basic elements of Robert's Rules of Order to facilitate board discussions as follows:

1. Motion: To introduce a new piece of business or propose a decision or action, a motion must be made by a board member ("I move that....") A second motion must then also be made (board member raises a hand and says "I second it" After limited discussion the board then votes on the motion. A majority vote is required to pass.
2. Amend: This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor". This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
3. Question: To end the debate immediately, the question is called ( say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage . If it passed, the motion on the floor is voted immediately.
4. Table: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time(I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the time being discussed.
5. Adjourn: A motion is made to end the meeting. A second of the motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example, if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

To introduce (motion.)

To Change a motion (amend.)

To adopt (accept a report without discussion.)

To adjourn (end the meeting.)

Remember, these processes are designed to ensure that board members have a chance to participate and share ideas in an orderly manner.

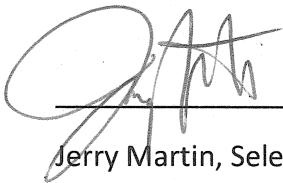
Adopted this day 17 of May, 2021



John Hikel, Chairman of Select Board



Mark Brooks, Selectman



Jerry Martin, Selectman

\*Amended Item #5 at Selectmen Meeting dated Nov 15, 2021 and approved/signed on 12/6/2021

