

TOWN OF NORRIDGEWOCK SELECT BOARD RULES OF PROCEDURE

The Select Board of the Town of Norridgewock, Maine, hereby adopts the following rules of procedure and conduct for its membership and successors until and unless amendments are made by formal majority vote of a legitimate, standing Select Board:

1. ROLE OF THE CHAIR

It shall be the responsibility of the Chair, who is elected to serve by a majority of the Select Board members, to conduct all meetings of the standing Board according, so much as is reasonable and prudent, to *Robert's Rules of Order*. The Chair is charged with running the Select Board meetings in an orderly and effective manner, during which the business of the Board may be conducted as freely and openly as possible.

The Chair shall serve as liaison and principal contact person between the Select Board and Town staff through the Town Manager. The Chair shall inform the Town Manager and all members of the Board of substantive matters and ensure that the chain of communication between elected and appointed officials is encouraged. The Town Manager will serve as the liaison between the Board and Town employees in similar respect.

In the absence of the Town Manager or other authorized staff member, the Chair shall assume responsibility for media relations on behalf of the Town. In all ways, the Chair shall comply with Title 30-A M.R.S.A. §2525 *et seq.* to ensure that municipal meetings are conducted properly according to law and as described in the Maine Municipal Association's *Municipal Officers Manual*. The Chair is also charged with ensuring that the Town's responsibilities under the "Town Manager Plan" form of government as defined in Title 30-A M.R.S.A. § 2631 *et seq.*, and the specifics of the Town Manager's contract, are fulfilled.

Should the Chair miss three regular Select Board meetings in a row, s/he shall automatically forfeit the chair to the Vice Chair, and another Vice Chair shall be elected by the Board. The exception to this would be extenuating circumstances, as approved by a majority vote of the Board.

2. ROLE OF THE VICE CHAIR

The Vice Chair performs all of the duties of the Chair in the Chair's absence. In addition, it shall be the responsibility of the Vice Chair to ensure that those individuals who wish to comment on specific items shall be recognized to speak at the appointed time in the Select Board meetings. Individuals wishing to comment will be required to identify themselves prior to addressing the Board.

3. CHAIN OF COMMUNICATION

It is the intent of the Norridgewock Select Board that communication be encouraged among both elected and appointed officials and employees of the Town in an informal manner

under the administration of the Chair. However, it shall be the policy of the Town to strictly observe Title 30-A M.R.S.A. § 2635 which reads:

It is the intention of this subchapter that the select board as a body shall exercise all administrative and executive powers of the town except as provided in this subchapter. The select board shall deal with the administrative services solely through the town manager and may not give orders to any subordinates of the manager, either publicly or privately. This section does not prevent the select board from appointing committees or commissions of its own members or of citizens to conduct investigation into the conduct of any official or department, or any matter relating to the welfare of the town.

4. STATUTORY AUTHORITY AND ROLE OF SELECTMEN INDIVIDUALLY

Select Board Members are permitted by statute to act solely as a body, and have no authority individually when public notice of a Select Board meeting has not legally been provided (1 M.R.S.A. §400 *et seq.*, the Maine Freedom of Access Act), or when quorum requirements cannot be met. This does not preclude the Board from conducting informal workshops with appropriate public notice, even without a quorum present; however, said workshop sessions are for discussion and the sharing of information only, and no official business of the Town can be conducted under these circumstances. Unintended meetings, when a quorum of municipal officials discuss town business in a public or private setting, by telephone, online meeting, or other means without adequate public notice, shall be unacceptable. (See Chapter 5, Maine Municipal Association's *Municipal Officers Manual*).

5. MEETING DATES AND TIMES

The Select Board shall conduct regular meetings on the first and third Wednesday of every month at 6:00 PM in the Town Office, unless otherwise voted by a majority of the Board.

6. AGENDA PREPARATION, AUTHORIZATIONS, DEADLINES

It shall be the duty of the Chair, along with the Town Manager, to prepare the agenda for each regular and special Select Board meeting. Any member of the Board or the Town Manager may place items on the agenda for discussion. The agenda for each meeting shall be distributed to each member of the Board by the end of the work day on the Friday before the Select Board meeting, unless extenuating circumstances exist. All members shall receive any printed information that is provided to the Board to ensure that every member of the Board is acting upon the same information during the decision-making process.

Members of the Select Board who will be unable to attend a meeting shall advise the Chair and/or Town Manager at least 24 hours before the meeting, or as soon as reasonably possible.

7. QUORUM REQUIREMENTS

Three members of the five-member Select Board shall constitute a quorum.

8. ADJOURNMENT

Regular Select Board meetings shall begin at 6:00 PM and adjourn by 9:00 PM, unless said meeting is extended by a majority vote of members present. Any items left undiscussed at 10:00 PM shall be tabled until the next meeting or another time certain.

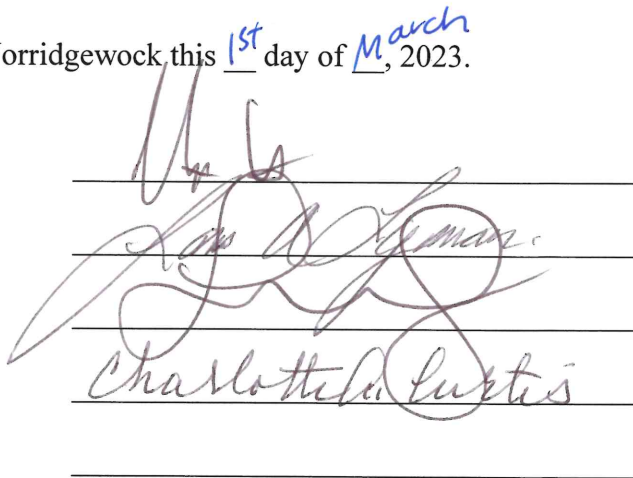
9. RECEIPT OF PRINTED MATERIALS

Each member of the Select Board shall have a special area designated for his/her personal receipt of printed materials, agenda, correspondence, memoranda, reports, etc. The Town Office shall maintain a designated area for Select Board members to receive printed materials and other communications. This area will be reasonably accessible to Board members during regular business hours of the Town Office. Mail that is addressed by name shall only be opened by the addressee; however, s/he shall immediately, upon opening, make copies available for all other members and the town manager if relevant to any Town affairs.

10. ETHICS

The members of the Select Board commit themselves to the highest ethical standards. All Select Board members will adhere to the current version of the *Administrative Code of Ethics*.

Adopted by the Select Board of the Town of Norridgewock, this 1st day of March, 2023.


The block contains three handwritten signatures in dark ink, each written over a horizontal line. The signatures are stylized and cursive. The bottom signature is clearly legible as "Charlotte A. Lupton".

Amended by the Select Board:

June 21, 1995

July 16, 1997

March 18, 1998

March 1, 2023