

TOWN OF OGUNQUIT
SELECT BOARD RULES

The Select Board shall transact all official business at a public meeting. The following items deal with the transaction of business at official meetings of the Select Board.

1. Right to Know

Except for Executive Sessions, the proceedings of all meetings and workshops of the Select Board are open to the public and broadcast on WOGT and streaming on the Town's web site.

2. Rules of Order

Roberts Rules of Order shall govern the proceedings of all Select Board meetings.

3. Regular Meetings and Workshops

Regular meetings of the Select Board will be held on the first Tuesday of the month at the Dunaway Community Center regularly starting at 6:00p.m. When the regular meeting date falls on a holiday or the date presents a conflict, the Select Board will vote to reschedule the meeting to an alternative date. Workshops of the Select Board may be scheduled at regular Select Board meetings or on other dates and times to accommodate the Select Board's schedule.

Select Board members will be furnished with the date, time and place for each meeting along with an agenda and meeting material which information will also be posted on the Town's website. This information will be provided by the Town Manager's Office no later than 4:00pm on the Friday before the Regular Meeting or Workshop.

Workshops are a time for Select Board members to discuss issues informally among themselves. Workshops generally are intended to discuss policy issues and topics that require more in-depth discussion. Workshops allow time for the Select Board to discuss issues and explore options for future action, discuss issues that the Board may want to present to the public for consideration at a Select Board meeting, etc. Workshops also are a time for the Select Board to meet with committees and boards to work on issues, to hear presentations, or to receive training. Workshops are intended to be "hands on" for the Select Board, therefore allowing public comment at workshops is at the Select Board's discretion.

4. Special and Emergency Meetings

Special and Emergency Meetings of the Board may be called by the Chairperson, or in the absence of the Chairperson, by the Vice Chairperson, or by a majority of the Board. The Select Board will be furnished with the date, time and place and an agenda (if necessary) by the Town Manager's Office. Meeting notification requirements are pursuant to State Statute.

5. Requests for Agenda Items

All Select Board requests for regular meeting agenda items must be submitted to the Town Manager along with supporting background material, or a position paper by the Wednesday prior to the scheduled meeting date. The Chairperson of the Board shall review agenda requests with the Town Manager to assure proper background and staff support has been afforded the item requested. If, in the opinion of the Chairperson, additional information and/or study are required, the requested agenda item will be postponed until proper preparation has been made. The Chairperson of the Board will subsequently notify the affected Select Board member.

6. Order of Business

1. Call to Order
 - Roll Call
 - Pledge of Allegiance
 - Minutes
2. Liquor and Amusement License Public Hearings
3. Town Manager Report
4. Committee Appointments and Resignations
5. Presentations, Proclamations, Resolutions,
6. Public Hearings
7. Unfinished Business
8. New Business
9. Citizen Comments (for Town-related business not on the agenda)
10. Other Business
 - Select Board Reports and announcements
11. Adjournment

7. Majority Vote

Three (3) affirmative votes are required for the transaction of business.

8. Select Board Action on Items

The following procedures will be used for the orderly transaction of business:

- A. The Town Manager or the Sponsor of the item introduces and explains the item. Sponsor, Manager, staff, or others (as designated by sponsor or Manager) provide additional explanation or information. Any Select Board member may make a motion or may second the motion.
- B. Select Board questions (not discussion at this time).
- C. Public input.
- D. Additional questions from Select Board (not debate).
- E. Chairperson recites motion, if already made, or looks for motion.
- F. Select Board discussion.
- G. Amendments to motion (optional) and debate.
- H. Vote on motion (as amended, if applicable).

- I. The passage, adoption or enactment of any item requires three (3) votes for passage. In the case of a tie vote, the motion fails.

9. Public Comment Period Guidelines

- A. The Select Board welcomes public participation and comment at Select Board meetings. The Select Board agenda will include a public comment at every regularly scheduled Select Board meeting to allow citizens an opportunity to comment on non-agenda items that pertain to Ogunquit Town government and duties of the Select Board.
- B. During the public comment period, speakers will be asked to be brief and keep to the point. The Select Board meetings are business meetings where the Board acts on policy matters and legally required actions, Out of respect for everyone’s time, citizens are asked to keep their comments within three (3) minutes. With the Board’s permission, this period may be extended once. People may speak on any Town-related issue that is not on the agenda; they may cover multiple issues, but may speak only once during the public comment period.
- C. Citizens speaking during the public comment period must follow the rules of decorum described below.
- D. Citizens speaking during the public comment period may not make any comments that:
 - i. Disparage individual Select Board member, Town staff, or other citizens;
 - ii. Address specific situations that are in litigation, including situations where the Town is a party to the litigation;
 - iii. Pertain to any personal disputes between themselves and other residents;
or
 - iv. Make any comments referencing support or opposition for any candidate for political office or political causes.
 - v. Do not pertain specifically to the Town of Ogunquit or the Select Board’s responsibilities.

10. Decorum and Order

The Chairperson shall preserve decorum and decide all questions of order and procedure, subject to appeal to the Select Board

- A. During the Select Board meetings, Select Board members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the Chairperson or the Rules of the Select Board.

Select Board members desiring to speak shall address the Chairperson, and upon recognition by the Chairperson, shall confine themselves to the question under debate and shall avoid all personalities and indecorous language. A Select Board member, once recognized, shall not be interrupted while speaking unless called to order by the Chairperson, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member. If a Select Board member is called to order while speaking, the Select Board shall cease speaking immediately until the question of order is determined. If ruled to be in order, the Select Board member shall be permitted to proceed. If ruled to be not in order, the Select Board member shall remain silent or shall alter the remarks so as to comply with Rules of the Select Board.

All members of the Select Board shall accord the utmost courtesy to each other, to Town employees and to public members appearing before the Select Board and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities. The Select Board shall confine their questions as to the particular matters before the assembly and in debate shall confine their remarks to the issues before the Select Board. Members shall be removed from the meeting for failure to comply with decisions of the Chairperson or for continued violations of the rules of the Select Board. If the Chairperson fails to act, any member may move to require the Chairperson to enforce the rules and the affirmative vote of a majority of the Select Board shall require the Chairperson to act.

- B. Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Select Board. While the Chairperson shall have the authority to preserve decorum in meetings as far as staff members and Town employees are concerned, the Town Manager shall also be responsible for the orderly conduct and decorum of all Town employees under the Town Manager's direction and control. The Town Manager shall take such disciplinary action as may be necessary to insure that such decorum is preserved at all times by Town employees in Select Board meetings. Staff members or the Town Manager desiring to address the Select Board or members of the public shall be recognized by the Chairperson, shall state their name for the record, and shall limit their remarks to the matter under discussion. All remarks and questions addressed to the Select Board shall be addressed to the Select Board as a whole and not to any individual member thereof. No staff member, other than the staff member having the floor, shall enter into any discussion either directly or indirectly without permission of the Chairperson.
- C. Public members attending Select Board meetings also shall observe the same rules of propriety, decorum and good conduct applicable to members of the Select Board. Any person making personal, impertinent, or slanderous remarks or who becomes boisterous or disruptive while addressing the Select Board or while

attending the Select Board meeting may be removed from the premises if a police officer is so directed by the Chairperson, and such person shall be barred from further audience before the Select Board for the duration of the meeting.

Unauthorized remarks from the audience, stamping of feet, whistles, yells and similar demonstrations shall not be permitted by the Chairperson, who may direct a police officer to remove such offenders from the premises. Aggravated cases shall be prosecuted on appropriate complaint signed by the Chairperson. In case the Chairperson shall fail to act, any member of the Select Board may move to require the Chairperson to act to enforce the rules, and the affirmative vote of the majority of the Select Board shall require the Chairperson to act.

- D. Public members desiring to address the Select Board shall be recognized by the Chairperson, shall state their name and address in an audible tone for the record, and shall limit their remarks to the question under discussion. All remarks and questions addressed to the administration of the Town shall be addressed to the Town Manager and not to any individual Town employee. No person shall enter into any discussion either directly or through a member of the Select Board without the permission of the Chairperson.

11. Communications

Unsigned communications may not be introduced in Select Board meetings.

12. Suspension of Rules

Any provision of these rules not governed by the Charter or code may be temporarily suspended at any meeting of the Select Board by a vote of four (4) or more Select Board members. The vote on the suspension shall be taken by yeas and nays and entered upon the records.

13. To Amend Rules

These rules may be amended or new rules adopted by majority vote of the Select Board. An amendment must be submitted in writing at a preceding meeting and shall be placed on the Agenda under the order of new business.

14. Correspondence to the Select Board

If a member of the public would like to address the Select Board and is unable to attend the meeting, they may ask another member of the public to read a written statement on their behalf.

15. Electronic Devices

Members of the Select Board may use one electronic device for the purpose of viewing the information packet or research as needed at the Select Board meetings. No e-mailing, texting, messaging or other outside communication is permitted except in the case of an emergency.

16. Town Mailings to Residents

Any Town financed mailings to Ogunquit citizens shall be approved in advance by the Select Board unless required by Town Charter or laws of the State of Maine.