

POLICY ON MEETING AGENDA'S

Revised and Accepted: 11/9/92

While it is not required by law to post an agenda with the notice of Selectmen's meetings, the Selectmen feel it is a wise and prudent action to take, so as to keep citizens fully informed.

The Selectmen's agenda is the responsibility of the Chairman of the Board of Selectmen. Anyone wishing an item to be included on the agenda shall process this request through the Chairman or his designee. All correspondence forms, memos, letters or information in support of the item shall be supplied to the Chairman at this time.

The Chairman or designee shall be responsible in seeing that the agenda and copies of all supporting information be provided to all other selectmen and the Town Manager as well at least by the time the agenda is posted to the public. The Selectmen's individual mailboxes may be a means of distribution.

The agenda shall be posted with the meeting notice no less than three working days prior to the scheduled meeting. Any item not on the agenda will not be considered.

The only exception to this procedure will be if an item is considered of an emergency nature. This will be determined by a vote of the board at the time of the meeting.

The submission of any information in support of an agenda item in advance will allow the selectmen time to research and obtain information in order to make an educated intelligent decision when required.

There will be an item on each meeting agenda to allow citizen input on any subject not listed on the agenda. Non-citizens of Mexico will be allowed comments only upon 3/5 vote of the Board.

The Town Managers report will be put on the agenda and discussed with the Chairman of the Board before the meeting.

The Chairman or designee will conduct the meeting and may limit comments in number, by time limits, or at his discretion, may not allow any comments.

It must be understood that according to Maine's "Right to Know Law" State Statute Title I MSRA, Section 403-Public Meetings- "Unless specifically exempted by other statutes or Section 405 (Executive Session); all public proceedings shall be open to the public. Any person shall be permitted to attend any public proceedings and any record or minutes of such proceedings that is required by law shall be made promptly and shall be open to public inspection." Although the law guarantees the right of public attendance at meetings unless specifically exempted, it does not guarantee public participation. Since most boards or commissions are representative bodies, they may adopt their own procedures for the conduct of meetings permitting, limiting or excluding direct public comment and participation in their proceedings to the extent they deem advisable.