BERWICK BOARD OF SELECTMEN

THE BERWICK BOARD OF SELECTMEN hereby adopts the following Rules and Regulations to govern the operations of the Board of Selectmen.

1. **BOARD MEETINGS**
   The Board shall meet in regular session on the first and third Tuesday of the month at 6:30 PM unless otherwise agreed by a majority of the Board. When Tuesday is a holiday, the regular meeting will be held on the Tuesday following, at the same hour, unless otherwise agreed to by motion. The place of the meeting will be the Berwick Town Hall. Special or Emergency meetings shall be called by the Chairman with due notice being given to Board Members and the public in accordance with 1 MRSA 406.

2. **PRESIDING OFFICER**
   The Chairman shall be the presiding officer at all Board Meetings. He/she shall take the chair precisely at the hour appointed for the meeting, shall call members to order, shall cause the roll to be taken and the members present to be recorded. The Clerk shall also record the names of the members coming in after the taking of the roll. In the absence or disability of the Chairman, the Vice Chairman shall preside and act as Chairman during such absence or disability.

3. **TEMPORARY CHAIRMAN**
   In the case of absence of both the Chairman and Vice Chairman, the Clerk shall call the Board to order and take the roll of the members. If a quorum is found to be present, the Board shall choose one of its members to act as Chair Pro Tern by plurality of votes, until the Chairman or Vice Chairman appears.

4. **CLERK**
   The Town Manager or Town Clerk shall be ex-officio Clerk of the Board and shall keep minutes of the meetings and shall perform other duties as may be ordered by the presiding officer of the Board. It shall be sufficient for the Clerk to record meetings by written form and furnish each member with a copy of the minutes of the previous meeting (s) along with the Agenda for the next regular meeting. In the absence of both the Town Manager and Town Clerk, the presiding officer shall appoint an Acting Clerk to serve during such absence.

5. **OFFICER AND EMPLOYEES TO ATTEND**
   Any Department Head or Municipal Official of the Town shall attend any Board Meeting upon request of the Chairman of the Board on a consent basis. If any one member of the Board fails to give his consent, then the request of a majority of the members present shall be necessary to make such a request.

6. **ORDER OF BUSINESS**
The business of all regular meetings shall be transacted in an order established by the Board at its first meeting of each new fiscal year by a vote of the majority of members present. The Board may suspend the rules and change the order by a majority vote of the members present at each respective meeting if the suspension of the order of business will allow accommodations to be made to presenters of information. An order of business that could be approved is the following:

1. Roll Call, **2**. Pledge of Allegiance, **3**. Minutes of previous meetings, **4**. Public Comment, **5**.Communications, **6**.Approval of Accounts Payable warrants, **7**. Report of Committees, **8**. Nominations-Appointments-Elections, **9**. Unfinished Business, **10**. New Business, **11**. Public Comment, **12**. Adjournment.

7. **FILING WITH THE CLERK**
All information to come before the Board for consideration must be filed two working days before its next scheduled meeting. Information will be taken until 12 noon on that day; nothing will appear on the agenda after the time and day. (10-11-11) Special circumstances/emergencies (10-11-11) may come up that may need attention by the Board but did not get filed by the required deadline. The Board may consider these items only after a recorded vote in the majority by the members present. Meetings will be posted after the filing day & time has past. (10-11-11)

8. **MOTION TO BE STATED BY THE CLERK**
When a motion is made and seconded, the Chair may have the motion restated by the Clerk before debate if clarification is required. A motion may not be withdrawn by its maker without the consent of the member seconding it.

9. **VOTING**
Members present when a question is put forth shall vote either yes or no by the raising of hands when the vote is called for by the Chairman. Casting of votes will be by hand unless any member demands a roll call vote. The demand for a Roll Call vote must be made immediately prior to the vote in question. Roll Call votes will begin with the member requesting the Roll Call vote. A vote by secret ballot requires approval of a majority of the members present. Members present vote on all votes except if a member has a conflict of interest in which case the conflict will be stated for the record. No member of the Board shall debate on an issue before the Board if he/she intends to abstain from voting because of a conflict of interest. When voting by secret ballot, the presiding officer shall appoint two tellers who are members of the Board. These tellers will distribute a blank ballot to each member including themselves. They shall collect the ballots after voting, compute the results, and report the same to the presiding officer.

10. **ANONYMOUS COMMUNICATION**
Unsigned communications shall not be introduced at Board meetings.

11. **COMMENTS**
People other than board members or municipal officials shall be permitted to address the Board under this item in the agenda. Time limit of three minutes per person or group shall be in effect for the first Public Comment on a Meeting Agenda. (7/31/12) Speakers shall not enter into debate with any person or Board Members. A group should have one person act as its spokesperson and follow the same rules. No more than two statements will be made on the same topic, people will be asked to cease comment by the Board Chairman if these statements are redundant. (10-11-11)15 minutes will be allocated under this agenda item for all public comment. There shall be no limit for the second Public Comment on a Meeting Agenda. The Board shall always have the discretion to allow comment at other times during its Meeting(s) when circumstances so warrant and with the concurrence of a majority of the Board Members present. (7/31/12)

12. **AMEND RULES**
Rules may be amended and/or new rules adopted by a majority vote. These amendments shall be presented in writing and presented at the preceding meeting. The item will then be placed on the next Board Agenda for consideration. This procedure may be waived only by unanimous consent with a recorded vote of the members. Each Board will be provided a copy of these rules and procedures upon its organization, after which they shall either be adopted or modified. These rules or regulations will remain in effect until the board acts to change them.

13. **SUSPENSION OF RULES**
Rules may be temporally suspended by a vote of a majority of the members present and voting.

14. **COMMITTEES**
Chairman shall have the power to appoint committees as he/she sees fit to serve in an advisory capacity. First person named shall serve as its Chairman, unless otherwise designated. Board members shall be free to provide input to the Chairman.

REVISED AND RE-ADOPTED THIS 7th DAY OF AUGUST, 2012

Berwick Board of Selectmen

Eleanor M. Murphy