AGENDA

RULES AND POLICIES COMMITTEE

Wednesday, July 24, 2024 – 5:00 PM
HYBRID

TO VIEW MEETING AND MAKE PUBLIC COMMENTS:
https://scarboroughmaine.zoom.us/j/88950545631

TO VIEW MEETING ONLY:

https://www.youtube.com/channel/UCD5Y8CFy5HpXMftV3xX73aw

Item 1. Call to Order.

Item 2. Roll Call.

Item 3. Approval Minutes – March 14, 2023

Item 4. Discussion Items:
- Broadcasting of Boards/Committees meetings

Item 5. Future Agenda Items.

Item 6. Public Comment.

Item 7. Adjournment.

CHAPTER 302A
TOWN OF SCARBOROUGH
TOWN COMMITTEES/BOARDS MANUAL

ARTICLE I - PROCEDURES

Purpose

This Guide is to give Town Committee/Board members an overview of what is to be expected from each Committees/Boards. The Town Clerk's Office is the first point of contact by the public when requesting information and it is very important that we maintain a complete and accurate record of all meetings.

Appointment/Re-Appointment

Once an application for a committee/board is received in the Town Clerk's Office, it is then copied and sent to the Appointments and Negotiations Committee for review. The Appointments and Negotiations Committee will then refer its recommendation(s) to the Council. Pursuant to Section 201.00 of Chapter 302 – the Rules and Policies Manual for the Scarborough Town Council: "Appointments to town committee/boards must go through a two-meeting process. Name(s) of individual(s) will be posted at one Council meeting and approved at the next Council meeting. Current members will serve until a replacement is named by the Appointments and Negotiations Committee and certified by the Council."

Once names are posted, notices are sent notifying the individuals their names have been posted and that upon approval by the Town Council another notice will be sent notifying the individuals that they have been appointed, when their term expires and they must be sworn in before they can participate at the committee/board meetings.

New members will receive a copy of the members and the charge for the committee/board they are serving on.

Agenda

Those who are elected as Chair for each committee/board are responsible for conducting the meeting, preparing the agendas and making sure there is a record of each meeting. In order to be consistent with Council guidelines, it is required that any meeting agendas, whether it is a regular or special meeting, and any supporting documentation must be filed in the Town Clerk's Office by 2:00 p.m. seven days prior to the next scheduled meeting. Attached you will find Exhibit A – page 29 – an example on how to structure an Agenda

Notice of any special meetings must be posted at least 24 hours before the meeting. Such notice will state the time and place of such meeting and business to be transacted.

Broadcasting of Board and Committee Meetings **[Adopted 10/20/2021]**

All meetings of any Boards and/or Committees appointed by the Town Council, ~~of the Planning Board, Zoning Board of Appeals and the Long Range Planning Committee~~, whenever possible, shall be broadcast live and recorded for rebroadcast at a later date.