

Documentation of Board Policy Statements

1. Purpose

The Board of Selectmen seeks to develop and maintain a body of policy statements and other documents that will assure the citizens of the Town of Chebeague Island a certain level of continuity and consistency in the functioning of its Board of Selectmen.

This policy outlines the guidelines for documenting policy statements for the Board of Selectmen.

2. Definitions

Selectmen's Policy Statement – For the purpose of this policy is a brief document defining a protocol, procedure or conceptual approach the Board of Selectmen will adhere to when taking action.

Selectmen's Policy Document – A larger documents such as personnel policy documents is not covered under this policy.

Adoption and Revision History – A section of a Policy Statement that records the Board's vote and date for initial adoption, all revisions and revocations. Any legal consultation or review should be noted (along with the date) in the Adoption and Revision History.

3. Enactment

This policy is enacted upon a majority vote of the Board of Selectmen and may be amended or repealed from time to time by the Selectmen or by Town Meeting.

4. Policy

A Policy Statement should at a minimum have the following sections: **Purpose, Definitions, Enactment, Policy, Adoption and Revision History**. Each policy statement should address a single issue and should be kept as simple and brief as possible.

Any Board member may bring a proposed policy before the Board for consideration; except that rejected policy matters may not be brought before the Board again without a vote to reconsider or after the next Annual Town Meeting.

Upon adoption by the Board the Chair or Clerk shall edit the adoption and revision history and others sections as may be directed by the Board, attest the copy by signature and file the document along with all other current policies.

Legal review is not required but the Board may request it.

5. Adoption and Revision History

Adopted on: 12 August 2009 YES 5 NO 0

Attested:

