

Public Meeting Policy Statement

1. Purpose

The purpose of this policy is to outline a procedure for scheduling and coordinating meetings for all boards, committees and commissions operating on behalf of the Town of Chebeague Island. The policy is intended to avoid meeting conflicts, assure public notice and allow the opportunity for public and Town participation in the official business of the Town of Chebeague Island.

2. Definitions

Board, Committee and Commission – Any group of elected or appointed officials meeting to conduct official business on behalf of or related to the business of the Town of Chebeague Island.

Official Business – Activity that has legal standing, e.g., variances, site plan review, ordinance discussions, public hearings, as well as workshops.

Notice – The time and manner of public notification as described in an ordinance or town policy.

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This policy is enacted upon a majority vote of the Board of Selectmen and may be amended or repealed from time to time by the Selectmen or by Town Meeting.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

It is the policy of the Board of Selectmen that all Town of Chebeague Island boards, committees and commissions will use the following procedure:

- a. Schedule meetings through the Town Administrator in person or by phone, letter or email. If the Administrator is unavailable the Town Clerk will schedule the meeting.
- b. Meetings may be scheduled sequentially on the same day as another meeting but no meetings may be scheduled for the same date and time.
- c. Notice will be posted in designated posting places; proper notice includes the date, time place and agenda
- d. All meetings will be posted on the Town of Chebeague Island website calendar.

5. Adoption and Revision History

Adopted on: 28 October 2009 YES 5 NO 0

Attested: 