

**TOWN OF PATTEN**  
**Select Board Policy**

**ARTICLE I – Authority**

This policy is pursuant to the powers and authority under MRSA 30-A, Section 2602 given to the municipality of the Town of Patten.

**ARTICLE II: Board Membership**

The Select Board shall consist of five (5) members who are elected to the Select Board by the Town of Patten registered voters at a Town voting poll.

Board members are sworn to serve the Town of Patten residents. The Town Clerk administers the oath to all Select Board members upon election to the Board. The length of service for all Board members is three (3) year terms.

**ARTICLE III - Regular and Special Meetings**

The regular scheduled meetings of the Select Board shall be held in the Town of Patten at a Board designated meeting place twice monthly on dates and times to be determined by the Board. The date and time of any regular meeting may be changed by an order, or resolve, passed at the previous meeting upon the vote of three or more members of the Board, provided that said change in date will still provide for two regular meetings each month. The Chair of the Select Board shall be the presiding Officer, take the chair at the appointed meeting time, call the meeting to order, cause a roll call to be taken, assure that a quorum is present, and then shall proceed with the meeting and order of business. The Vice-Chair shall be the presiding officer in the absence of the Chair. The Select Board shall elect a Chair and Vice-Chair annually at the first Select Board meeting following the Annual Town Meeting.

Special Meetings may be called by the Board Chair. In the absence of the Board Chair, the Vice-Chair may call a special meeting. In the absence of the Chair and Vice-Chair, a special Board meeting may be called by three Board members. Board members shall be informed of the special meeting date, time and meeting place by E-mail or phone. The call for a special meeting shall set forth the matters to be acted upon at said meeting and nothing else shall be voted upon at the special meeting.

**ARTICLE IV - Quorum**

A majority of the members of the Select Board shall constitute a quorum for the transaction of business. The majority shall consist of three Board members.

**ARTICLE V - Agenda for Meetings**

There will be an agenda prepared and each Select Board member will receive an agenda for every Select Board meeting. The Board Chair will ensure that all agenda items will be followed for each meeting.

Public postings of agendas: All Select Board meeting agendas shall be publicly posted at least three (3) days before each meeting. All agenda items for the Select Board to consider shall be filed with the Town Manager at least ten (10) days prior to the next scheduled Board meeting.

#### **ARTICLE VI - Questions of Order**

The Chair shall preserve decorum and order, may speak to points of order in preference to other Board members, and shall decide all questions of order subject to an appeal to the Select Board by motion and regularly seconded; and no other business shall be in order until the question on appeal has been decided.

#### **ARTICLE VII- Yea and Nay Votes**

The yeas and nays shall be taken on the passage of any order or resolve when called for by any member of the Select Board. Every order and resolve shall require, on passage, the affirmative vote of the majority of the meeting attending members. Orders or resolves shall take effect immediately upon the passage unless otherwise stated in the motion. The Chair shall declare all votes, but if any member doubts a vote, the Chair shall cause a return of the members voting in the affirmative and in the negative without debate. Every Board member present, when a question is put forth, shall give their vote unless the Chair excuses that member from voting or the member excuses himself or herself from voting due to a conflict of interest.

#### **ARTICLE VIII - Reconsideration**

When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next regular meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered. No motion to reconsider a vote passed at a previous meeting shall be in order for consideration at the next regular meeting or unless three of the members present consent to such reconsideration. A petition, once presented to and acted upon by the Select Board, shall not again be received by the Town Manager for presentation to the Board in the same, or substantially the same form, for a period of one year succeeding the Board's action on the original petition.

A member of the Board, voting with the majority on the original petition, shall be privileged to reintroduce such a petition.

#### **ARTICLE IX- Rules of Debate**

When a question is under debate, the Chair shall receive no motion but to:

1. Adjourn the meeting.
2. Lay the question on the table.

3. Refer to a previous question.
4. Postpone to a certain date.
5. Refer to the subcommittee.
6. Amend.
7. Postpone indefinitely.

Subcommittee Guidelines: A Select Board subcommittee may be named by the Chairman to address any issue of debate. A subcommittee shall consist of at least two (2) Board members and meet to discuss debated issues. Once a subcommittee has come to a decision, the subcommittee spokesperson shall present the subcommittee's decision at a regularly scheduled Select Board meeting and make a motion for a Select Board vote.

#### **ARTICLE X - Priority of Business**

All questions relating to the priority of business to be acted upon shall be decided with discussion limited to Board members, but any Board member may solicit information from any other person.

#### **ARTICLE XI - Suspension of Rules, Amendment or Repeal**

The rules shall not be dispensed with, or suspended, unless three of the members of the Board consent thereto. No rule or order shall be amended or repealed without notice being given at the preceding meeting.

#### **ARTICLE XII - Procedure for Addressing the Select Board**

Any person wishing to address the Select Board will be given the opportunity to do so in accordance with the following procedures:

1. Persons wishing to address the Select Board on any item which appears on the agenda shall wait until consideration of such item is announced. At that time any person may address the Board on that particular item. Public comment on any agenda item is encouraged to be limited to no more than three (3) minutes by any one speaker. The Chair is granted the discretion to allow a time limit extension if deemed necessary.
2. Once the public comments have ceased on any agenda item, the Board shall begin deliberation and no further public comments will be taken. The Chair may allow additional clarification of facts or may ask specific questions to solicit further information prior to completing Board deliberations.
3. Any person wishing to address the Select Board on any item not appearing on the agenda shall do so during the public comments section of the meeting.
4. Any person wishing to address the Select Board shall signify by raising a hand. After being recognized by the Chair and given adequate identification, the person may address the Board.

5. Persons present at all Select Board meetings are requested not to applaud or otherwise express approval or disapproval of any statements made, or actions taken by the Select Board at such meetings.

### ARTICLE XIII - Parliamentary Proceedings

In all cases when the parliamentary proceedings are not determined by the foregoing rules and orders, Robert's Rules of Order shall be taken as authority to decide the course of the proceedings.

### ARTICLE XIV - Executive Session

Executive Sessions must indicate the precise nature of the business of the executive session and include the State of Maine statutory authority that permits an executive session for that business. Please see attached "Quick Guide for Executive Sessions."

### ARTICLE XV - Posting of Minutes

A copy of the minutes of the Select Board meetings will be posted on the Town of Patten website for public review. Such minutes shall constitute the official record of the actions on all resolutions, orders, and votes taken by the Select Board.


### ARTICLE XVI - Adjournment

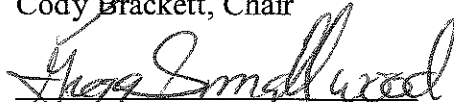
The Chair must declare adjournment of all Select Board meetings by motion, second, and vote from Board members present.

### Town of Patten Select Board Policy

Approved by the Select Board on March 25th, 2024

  
Cody Brackett, Chair

  
Dennis Kelly

  
Gregg Smallwood, Vice-Chair

  
Janice Dancer

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Rae Bates