

POLICY # 2
SELECTMEN'S AGENDA SCHEDULING POLICY

PART 1 : GENERAL :

- Section 1: Items may be placed on the agenda by any Selectmen or the Town Administrator, by informing the Town Administrator, Town Administrator Staff Members or Board of Selectmen Chair by 4:30pm the Monday before the scheduled Selectmen's Meeting.
- Section 2: Late items received before 12 Noon the Thursday before the meeting may be placed on the agenda if in the opinion of the Town Administrator or Board Chair it is in the best interests of the Town to do so.
- Section 3: Items received after 12 Noon the Thursday before the meeting will only be considered by the Board if it meets the conditions prescribed by the Open Meeting Law.
- Section 4: The Town Administrator/Selectmen's Staff may place routine items on the agenda, to include license applications and hearings. All license applications and hearings will be placed on the agenda only in conformance with current Selectmen's policies.
- Section 5: The Town Administrator/Board of Selectmen staff will ensure that the citizen, committee or delegated spokesperson will be informed of the agenda scheduling to the extent practicable.

PART 2 : AGENDA PROVISIONS:

- Section 1: The agenda must be drafted by the Town Administrator/Board of Selectmen staff and reviewed/approved by the Chair of the Board and/or the Town Administrator prior to its posting by Thursdays at 4:30 preceding a Monday meeting and in accordance with the Open Meeting Law.
- Section 2: Any item placed on the agenda by Selectmen, Town Administrator, Department Heads, Board or Committee Chairs shall be accompanied by a brief memo or other information providing the background for the requested Board action on the item.
- Section 3: All contracts put forth for the Selectmen's approval must have all the required signatures and be reviewed by the Town Administrator/Board of Selectmen staff.

PART 3 : SPECIFIC PROVISIONS:

- Section 1: When a Selectmen's Meeting is scheduled for a day other than Monday, the same relative time limits will be in effect.