

Town of Limerick, Maine
Selectmens Meeting Agenda Policy

Purpose of Agenda Policy:

The purpose of this policy is to establish procedure guidelines for the Selectmen's Secretary regarding a deadline time frame in which items of discussion may be added to the meeting agenda.

Administrative Responsibilities – Selectmen's Secretary:

The Selectmen's Secretary is responsible for monitoring and maintaining the contents of the Selectmen's Agenda for the Monday night Selectmen's meetings.

In order to run a smooth and cohesive meeting the Selectmen's office request a cut-off time frame be established in which the secretary would no longer be required to add any further items to the agenda for the upcoming weeks meeting.

Once this time frame has passed, should the secretary be requested to include a new item to the agenda that item would be placed on the following week's agenda.

At the time of cut-off, the Selectmen's Secretary would then forward the agenda, including all documents pertaining to the agenda to the Select Board via- email which will allow the time they need to review the information and be better prepared for the meetings.

By implementing this policy the Select Board members feel that they will be able to better serve the community.

Policy:

The Selectmen's Secretary will no longer add new items to the meeting agenda past Friday afternoons at 12:00PM for the following Monday night Selectmen's meetings. As of Friday afternoons the agenda and all pertaining documents will be forwarded via- email to all Members of the select Board.

In the event of an unexpected municipal emergency, the secretary will inform the Select Board's Chairperson and he or she will decide if a new item should be added to the agenda after the cut off time.

Adopted: May 20, 2019

Limerick Board of Selectmen