



**TOWN OF WELLS  
BOARD OF SELECTMEN  
RULES OF ORDER AND PROCEDURE  
FOR  
SELECTMEN MEETINGS**

**Charter Sec. 2.01. Officers.**

The members of the Town's Board of Selectmen shall be and constitute the municipal officers of the Town of Wells for all purposes required by law, and, except as otherwise herein specifically provided, shall have all powers and authority given to, and perform all duties required of municipal officers under the laws of this state.

**Charter Sec. 2.02. Composition and eligibility.**

- (1) Composition. The Board of Selectmen shall be composed of five members, elected by secret ballot at the Annual Town Meeting, or, in the event of vacancy, as provided in Section 2.11(3) for staggered terms of three years.
- (2) Eligibility. In order to hold the office of Selectmen, a person must be a resident of and a registered voter in the Town for at least a total of three years.

**Charter Sec. 2.04. Chairman and Vice-Chairman.**

- (1) At its first meeting after the Annual Town Meeting, the Board of Selectmen shall elect a Chairman and Vice-Chairman for the ensuing year.
- (2) The Chairman shall preside at meetings of the Board of Selectmen and shall be entitled to vote on Board matters.
- (3) The Vice-Chairman shall act as Chairman during the absence of the Chairman.
- (4) The Chairmanship shall denote no other special authority.
- (s) The Chairman shall be recognized as the head of the Town government for all ceremonial purposes, but shall have no administrative duties.

**Meeting Procedures (Charter sec 2.09 with indented detail).**

- (1) Meetings. The Board of Selectmen shall meet regularly at least once in every month at such times and places as the Board of Selectmen may prescribe by rule. Special meetings may be held on the call of the Chairman or of three or more members and, when practicable, upon no less than 12 hours' notice, to each member. In the event of an emergency meeting, local representatives of the media shall be notified of the meeting, whenever practical, the notification to

include time and location, by the same or faster means used to notify the Board of Selectmen. All meetings shall be public. However, the Board of Selectmen may recess for the purpose of discussing in a closed or executive session, limited to its own membership and the manager or qualified officers and advisors concerned with the matter to be discussed, any matter which qualifies under state statute, provided that the general subject matter for consideration is expressed in the motion calling for such session and that final action thereon shall not be taken by the Board of Selectmen until the matter is placed on the agenda.

- a. Meeting Dates: The Board of Selectmen shall prior to the first meeting in the new calendar year adopt their meeting calendar for the following year. Meetings will be on the First and Third Tuesdays of each month unless a Federal / State Holiday falls on a meeting date when it may be scheduled for Wednesday of that same week. During the year, the Board of Selectmen may meet less or more than twice a month either in regular session or in special session as workshops or in Executive Sessions.
- b. Meeting times: Meetings on regular meeting dates will commence at 6PM and may be proceeded by Executive Sessions starting at differing times.
- c. Cancelled and Rescheduled Meetings: In the event that a regular meeting of the Board of Selectmen is postponed for lack of a quorum, weather delay, or other reason, the Town shall notify the public and the local press as soon as such a decision is made, but in no event, shall such notice be given later than Noon on the day of the meeting. All postponed meetings will be rescheduled for 6PM on the following Tuesday, and shall be announced in the same manner as provided in Section 1(d) of these Rules of Order and Procedure.
- d. Announcements of meetings: All meetings (regular, special or emergency) or work sessions are public and shall require public posting and notifications on the Town Website, to the local media and posted on the bulletin board of Town Hall on the first floor outside the Town Clerk's Office.
- e. Public Broadcasting of Selectmen Meetings: All regularly scheduled meetings of the Board of Selectmen will be attempted to be broadcast on

Channel 3 and Streamed live by Town Hall Streams and can be connected to it from the Town's website at [www.wellstown.org](http://www.wellstown.org). Meetings will be replayed on Channel 3 periodically between Selectmen meeting dates and the Streaming Service archives them for a period of time.

- f. Public Hearing Postings and Advertisements: If the Board of Selectmen schedules a Public Hearing on an issue, ordinance or amendment to an Ordinance, the public hearing will be posted at the Wells Public Library, Wells High School, Wells Town Hall, Wells and Moody USPS Offices, Chase's Farm Store and the Town's website. In addition, the Public Hearing will be advertised once in a weekly paper (Weekly Sentinel) and a daily paper (Portland Press Herald), meeting the State of Maine notification timeline 1 (MRSA § 406 ) of minimum 7 days prior to the meeting.
- g. Agenda Development: The Town Manager prior to the meeting timeline will develop the Selectmen Meeting Agenda with concurrence from the Chairman of the Board of Selectmen. Items for the agenda are to be submitted to the Town Managers Office for review, determination and scheduling by Thursday at noon prior to the following week's Selectmen Meeting. After being finalized, both the agenda and the non-confidential portions of the Selectmen's packet will be made available at the Town Office for inspection and will also be posted on the Town's website.
- h. Meeting Agendas Format: The following meeting agenda sections will be a part of each meeting agenda unless there is no item to take up in that section:
  - i. Special Presentations
  - ii. Updates by Chairman and Committee Selectmen Liaisons:
    - Chairman's Update:
    - Committee Liaison Updates:
  - iii. Municipal Officers Business / Public Hearing
  - iv. Good News – Round Robin of Good news events in the community by Selectmen and Town Manager
  - v. Open to The Public Session: See Appendix 1- policy
  - vi. Current Agenda Items – including
    - a) Review and action on Accounts Payable and Payroll Warrants.

- b) Update, discussion and action on Committees, Projects, Issues, Purchases, Personnel and accept donations and bequests.
- c) Meeting Minutes from past meetings
- d)
- vii. New Business – including
  - a) Open to The Public Session: See Appendix 1- policy
  - b) Town Manager’s Report
  - c)
- viii. Adjournment
  - i. Amendment to Agendas: The agenda for many reasons is sometimes amended. The amended agenda will be processed as a regular agenda (section c above) and is allowed up to 24 hours before the start of the meeting with concurrence with the Selectmen Chairman. Amended agendas will be made available as provided in Section 1(g), above.

(2) Rules and minutes. The Board of Selectmen shall, by resolution, adopt its own rules and order of business. The Town Manager's office shall give notice of Board of Selectmen meetings to its members and to the public, and shall keep minutes of its proceedings. Such minutes shall be a public record.

- a. Annual Resolution of Rules and Procedures: This document in its entirety shall serve as the required Charter Resolution of the Selectmen adopting meeting rules and order of business and may be amended from time to time by the vote of the Board of Selectmen as an agenda item on a regularly scheduled meeting.
- b. Meeting Minutes: All public session of each Meeting shall have minutes taken and placed on the Town’s website following adoption of them by the majority of the Board of Selectmen.
- c. Agenda and materials: 1) The Selectmen Meeting Agenda is placed on the Town’s website and on the Town Clerk’s Bulletin Board in addition to electronically or faxed to the Press by Friday at 5PM prior to the following Tuesday’s Selectmen Meeting. 2) Agenda background notes and materials in a packet format is available for viewing in the Town Manager’s Office for regular and special meetings at 8am the day before the meeting or 48 hours before the meeting if the regular meeting is moved to Wednesday. Copies of the agenda and materials are available at the meeting. Advance copy is free electronically and a charge for hard copy per the Town’s fee schedule.

(3) Voting. Voting shall be by the ayes and nays and shall be recorded in the minutes. Three members of the Board of Selectmen shall constitute a quorum, but a

smaller number may adjourn from time to time and may compel the attendance of absent members in the manner and subject to the penalties prescribed by the rules of the Board of Selectmen. At least 12 hours' notice of the time and place of holding such adjourned meetings shall be given to all members who were not present at the meeting from which adjournment was taken and to the public. No action of the Board of Selectmen, except as otherwise provided in the second sentence of this subsection, shall be valid or binding unless adopted by the affirmative vote of a majority of those members of the Board of Selectmen in attendance.

Given under our hands this 19<sup>th</sup> day of November, 2019.

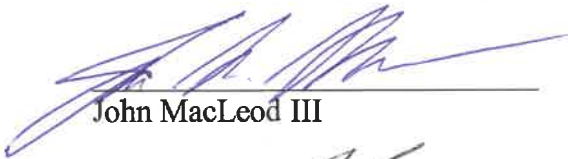
BOARD OF SELECTMEN OF THE TOWN OF WELLS:



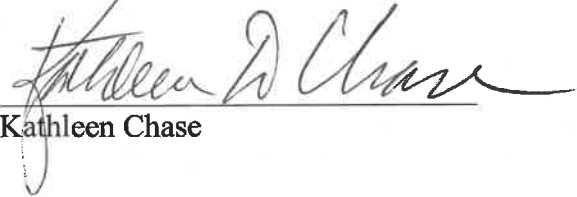
Karl Ekstedt



Timothy Roche



John MacLeod III



Kathleen Chase



Sean Roche