Rules of Procedure of the Select Board, Lamoine, Maine

Section 1. Purpose and Scope

The purpose of these rules is to establish reasonable rules of procedure for Board meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These rules shall govern the Board's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Officers; Duties

Officers of the Board shall consist of a Chair to be chosen annually at the first regular meeting in each year by and from among Board members unless otherwise provided by law. The Chair shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these rules or other law to enable the Board to perform its duties and conduct its affairs.

The Board employs an Administrative Assistant who serves as the Board's Secretary. The Secretary shall, in consultation with the Chair, set the agenda for each meeting. In the absence of the Chair, a Vice-Chair shall be selected by the members present, and shall preside and shall have the same authority as the Chair. The Secretary shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by law.

Section 3. Meetings

Regular meeting dates shall be determined in advance at an open public meeting by the Board, with a goal of meeting twice monthly or as otherwise necessary or required by law. During the months of July and August, the Board may opt to meet one time per month, and to review and individually approve disbursement warrants in between meeting dates. Such warrants shall be available for public inspection prior to collection of individual signatures. Once a majority of the Board has signed an expenditure warrant, the warrant shall be considered approved and the Treasurer shall disburse such funds as directed. Special meetings may be called at the discretion of the Chair or upon the request of a majority of the Board, provided, however, that notice thereof shall be given to each member and to representatives of the press at least 24 hours in advance and that no business may be conducted other than as specified in said notice.

Notice of all Board meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being present. A quorum is defined as at least three (3) members. The order of business at regular meetings shall be set by the agenda at the discretion of the Secretary in consultation with the Chair.

Section 4. Hearings

Public hearings of the Board shall be called as required by law or on such other occasions, as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chair and without interruption, provided, however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided however, that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 5. Participation and Voting

Any action of the Board shall require the affirmative vote of a majority of its membership present unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon or may declare they are abstaining to vote on the particular motion before the Board.

Section 6. Decisions

All decisions of the Board shall be made within the time limits, if any, established by law. All final decisions shall be in writing, shall become a part of the Board's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefore. All such decisions, together with any recording or transcript of testimony and deliberations and any documents and exhibits offered to the Board, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law.

Notice of any decision, if required, shall be given as prescribed by law.

The Board may reconsider any decision at the same meeting or at a subsequent meeting within 30 days of its original decision, provided, however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration. The Board may conduct additional hearings and receive additional evidence and testimony as provided herein.

Section 7. Conflict with Laws

Any conflict or inconsistency between these rules of procedure and any applicable law shall be resolved in favor of the law.

Section 8. Waivers; Amendments

These bylaws, or any provision thereof, may be waived on any occasion by majority vote of the Board unless otherwise provided by law. These bylaws may be amended at any time in writing by majority vote of the Board after notice hearing on the proposed amendment.

Section 9. Emergency meeting procedures

During declared states of emergency, either by the Governor of the State of Maine or the Select Board, it may become necessary to meet by remote means. Those board members that are able, shall log into the prescribed means of electronic meeting from their personal devices, and the meeting shall originate from the Lamoine Town Hall. Such meetings will air live on the town's CTV system and on streaming services, and means made available to the general public to attend and participate in such meetings. Votes shall be taken by a roll call by the chair of the meeting and all such votes will be recorded in the meeting minutes.

Adopted by the Board on March 31, 2005.

Revised and Reaffirmed March 19, 2026

/s/ S. Josephine Cooper

/s/ Amy Morley

/s/ Nathan Mason

/s/ Larissa Thomas

/s/ Kathleen Rybarz

The Lamoine Select Board