

Town of Lamoine

# Policy Regarding Solicitation at the Lamoine Town Hall

I. Purpose

This policy is adopted by the Lamoine Board of Selectmen and the Town Clerk of Lamoine to provide guidance to those who may wish to utilize the Lamoine Town Hall. It is intended to set rules for private fundraising activities and political actions.

II. Scope

This policy applies only to the Lamoine Town Hall, 606 Douglas Highway, and the town property around the building.

III. Authority

The Selectmen and Town Clerk exercise authority of such regulation in their roles as municipal officers of the Town of Lamoine

IV. Policy

A. Election Day Activities (inside)

1. Prior to any fundraising or political activity during such time as the polls are open, the group conducting such activity shall obtain permission from the Lamoine Town Clerk. If permission is denied, the Clerk shall state the reason why. If a person is denied permission, they may seek a ruling from the Lamoine Board of Selectmen.
2. A maximum of one adult or one child accompanied by a responsible adult will be allowed to raise funds for a non-profit organization. A maximum of one adult will be allowed to collect petition signatures. Replacements for work shifts may be present a few minutes before the shift change.
3. All persons conducting such activity will remain seated at a table configured so that exposure to voters is after the casting of ballots. The town clerk and administrative assistant will work to configure the hall in such a manner that this can be reasonably accomplished.
4. Due to space considerations, no more than three (3) separate activities (fundraising, petition collection) may take place at once while the polls are open.

5. If requested by the Town Clerk, Moderator, or Warden, a person shall immediately cease operations and leave the premises. No appeal is possible on such a request because of time constraints. The town official shall make the request based on disruption to the election or governmental process, in appropriate behavior or space considerations.
6. No display material inside the town office may be left unattended. All organizations are to supply their own display materials and other items which may be needed for their function. Displays must receive approval from the Town Clerk, based on appropriate size and configuration.
7. Organizations engaging in approved activity may not make contact with voters until after the voter has cast their ballot and has finished with the voting process. Workers for such organizations shall remain seated at their tables when attempting contact.

B. Election Day Activities (outside)

1. Any exterior displays are NOT to impede access and egress by voters, people using government services, and the parking facilities of the town office.
2. At no time may any political message be displayed on the grounds of the Town Office, or within 250 feet of the property lines
3. One attendant may stay with the display, but such attendant shall be over 18 years of age.
4. Organizations engaging in approved activity may not approach voters until after the voter has cast their ballot and has finished with the voting process. Workers must not be overly aggressive approaching voters.

C. All Other Times

1. Prior to any fundraising or political activity during such time as the polls are open, the group conducting such activity shall obtain permission from the Lamoine Town Clerk. If permission is denied, the Clerk shall state the reason why. If a person is denied permission, they may seek a ruling from the Lamoine Board of Selectmen.
2. Persons engaging in approved in approved activity shall not impede other's access to or egress from the building or their ability to conduct governmental business
3. If requested by the Town Clerk or the Administrative Assistant to leave, persons engaging in such activity will do so immediately. Reasons for leaving include, but are not limited to, inappropriate behavior on the part of the representatives of the

organization, emergencies that require personnel to leave the town hall, or other reasons to close the town hall.

4. Such activity will occur only during the hours the town hall is open for business.
5. Approved activities are limited to not-for profit, institutional and governmental type organizations. Commercial ventures may not conduct such activity at the town hall.
6. Any display of material shall be appropriate for the type of governmental activity normally associated with the town office. The Town Clerk may reject displays which may be objectionable. The display is to have no impact on town business.
7. The town shall not be responsible for the upkeep of any display materials. Town officials may remove unattended display materials at their discretion.
8. The town shall not be responsible for collecting and disbursing funds to any outside organization unless specifically approved by the Selectmen and the Treasurer

V. EFFECTIVE DATE

This policy becomes effective upon a majority vote by the Lamoine Board of Selectmen and signature by the Board of Selectmen and the Lamoine Town Clerk

VI. SIGNATURES

We, the undersigned Lamoine Board of Selectmen, approve this policy regarding fundraising and political activities at the Lamoine Town Hall on this 17<sup>th</sup> day of June, 1999.

/s/ Glenn Crawford, Chairman

/s/ Richard Davis, Selectman

/s/ Arthur Alley, Selectman

I Hubene Brodie, Town Clerk of Lamoine, agree to the above stated policies regarding fundraising and political activities at the Lamoine Town Hall on this 17<sup>th</sup> day of June, 1999.

/s/ Hubene Brodie, Town Clerk