



TOWN OF STERLING

BOARD OF SELECTMEN POLICY

Policy No: B-6
Adopted: Dec. 10, 2012

MEETINGS OF THE BOARD

A. Meeting Schedule

The Select Board generally meets on alternate Wednesdays at 7:00 PM. The agenda for these meetings is closed at noon 7 calendar days prior to each meeting. All requests for agenda items must be submitted to the Selectmen's Office by that time.

B. Meeting Procedures

Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure and the Open Meeting Law. It is the practice that application of such procedure be on a relatively informal basis, due to the size of the group and the desirability of flexibility in the expression of opinion. Robert's Rule of Order is used as a guide in matters requiring clarification of definition.

A quorum shall consist of two members of the Board. As a practical courtesy, action on critical or controversial matters, the adoption of policy or appointments shall be taken, whenever practicable, with the full Board in attendance. Actions and decisions shall be by motion, second and vote. Split votes will be identified by name.

The Town Administrator is expected to be in attendance at all meetings of the Board. The Town Administrator shall attend in order to keep the Board informed and advised and recommend in all matters that fall within the jurisdiction of his office. He/she shall carry out the actions of the Board as they relate to the conduct and administration of Town affairs under his jurisdiction.

C. Executive Sessions

Only items clearly allowed under the Open Meeting Law shall be included in Executive Session. The maker of the motion or the Chairman must specify the reason the session sought. A majority of the members present must vote to enter Executive Session by roll call vote. The Chairman must state whether or not the Board will reconvene into open session.

D. Agenda Procedures

The responsibility for coordinating and planning the agenda is that of the Town Administrator. Each of the Board Members and the Town Administrator may

recommend items for the agenda, with the final agenda approved by the Chairman. The Town Administrator, in consultation with the Chairman, shall schedule a realistic time period for each appointment, interview, conference or other scheduled item of business.

All items for the agenda must be submitted to the Selectmen's Office by 12 Noon at least 7 days before the meeting date. Items added to the agenda after this time will be at the discretion of the Chairman, and only for urgent matters or matters of very routine consideration.

Board members need time to receive and review agenda materials in advance of each meeting. Recognizing this, we ask those submitting materials for the meeting to deliver them to the Selectmen's office by Thursday morning at 9 AM prior to the Wednesday meeting.

E. Meeting Minutes

The Selectmen's Office shall ensure that minutes are drafted and made available to Board members in a timely manner. Minutes shall contain a full statement of all actions taken by the Board and of the disposition of all proposals for action. Approved minutes shall be posted on the Town web site and recorded in a Minutes Book. Minutes of Board meetings held in Executive Session shall be kept separately in accordance with law. Minutes (other than those of meetings in Executive Session which the Board has not voted to release) shall be open for public inspection.

The Town Administrator shall periodically review and present for the Board's vote the minutes of meetings held in Executive Session which may be released to the public. The Board shall release minutes of Executive Session at the earliest opportunity without compromising the nature of the matter discussed therein.

F. Public Hearings

Hearings before the Board shall be conducted in accordance with the following Procedures. Modifications may be necessary to comply with statutory requirements applicable to particular matters:

- The Selectmen's Office will ensure that the hearing is advertised and notice given to interested persons, such as abutters, as required by statute or as directed by the Chairman in the absence of statutory requirements.
- Hearings will be held in open session unless otherwise voted by the Board in compliance with Open Meeting Law.
- At the time advertised for the hearing, the Chairman will announce the nature and purpose of the hearing, identify the particular matter, and recite the notice given. All questions shall be addressed to the Chair.
- At the conclusion of the hearing, the Board may render its decision or take the matter under advisement, announcing the intended date of decision.

G. Citizen Comment Session

Once per month, or as agreed, the Board will schedule a Citizen Comment Session, also known as Public Session, or Public Forum. This Citizen Comment Session will be listed at a specific time on the agenda for a total of 15 minutes. Each speaker will be limited to one inquiry of 2 minutes. Speakers shall directly address the Chair who shall only acknowledge the speaker and not comment on the subject raised. In accordance with the Open Meeting Law, no discussion or deliberation on the issue may take place and no action may be taken by the Board, other than to place the matter on a future agenda.