

MEETING RULES OF PROCEDURE FOR ALL BOARDS FOR TOWN OF CLIFTON

EFFECTIVE March 19, 2014
Reviewed October 21, 2015
Reviewed/Amended August 19, 2020
Reviewed/Amended November 1st, 2021
Reviewed/Amended: May 14, 2025

1) Select Board Meetings Protocol

- This is a business meeting of the Clifton Select Board
- Please silence all cell phones
- Recording devices must remain hand-held
- Please refrain from disruptive conversation.
- Each board shall give due attention to public comments, but shall not be expected to respond or act immediately
- **Public comments will be addressed at the end of all regular agenda items and only for those residents who have signed in prior to the meeting starting will be able to comment**

2) The Town of Clifton Meeting rules of Procedure shall be governed by the Clifton Ethics Policy.

3) The regular meetings of the Select Board shall be held at the Clifton Town Office at 6PM on the 2nd Wednesday of each calendar month. Planning Board will meet on the last Wednesday of each calendar month. Appeals Board when needed. Meetings may also be called as otherwise deemed necessary or required by law. Special meetings of these boards may be called at the discretion of the chair of each board or the majority of that board. 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. The chairperson may cancel meetings for inclement weather or emergencies and reschedule to the following week or the most appropriate time. Any board may vote at any regular meeting to change the following meeting by a vote of the board. A majority of the board shall constitute a quorum for the transaction of any business.

4) Officers of each board shall consist of a chair and vice chair to be chosen annually by the board members unless otherwise prohibited by law. The chair shall preside at all board meetings to maintain order and determine the course of the proceedings. In the event of an emergency requiring input from the chair or the vice chair and they are not available, the most tenured board member available will assume the role as chair or appoint another board member to assume that role for the board until the chair or vice chair become available. In the absence of the chair the vice chair shall reside and shall have the same authority. The town clerk shall maintain a permanent record of all board meetings and all correspondence of each board, which shall be public record except as otherwise provided by law.

5) All regular meetings and special meetings of each board shall be open to the public and the media. Only those executive meetings where a board discusses matters where private sessions are required and/or permitted by law, shall be closed to the public and the media.

6) Any resident or nonresident who has question or has a concern shall reach out to the Administrative Assistant to have their question answered, this can be by phone at 843-0709 ext. 1, email townoffice@cliftonme.com or mail 135 Airline Road, Clifton, ME 04428. If their question cannot be answered by the Administrative Assistant their question will then get directed to the appropriate board for further assistance.

7) Public comment for residents may be included at the end of all regular agenda items. When arriving at the meeting, you will sign in to be called upon by the chair for your comment. Public comment will be (3) minute for addressing the board. The total time allotted for all comments not to exceed (20) minutes for all topics.

8) Each board shall give due attention to comments and contributions from the audience, but shall not be expected to respond or act immediately

9) The only people that will be put on the agenda as a speaker, will be a person from an outside agency or business.

Becky Pelkey, Chair _____ Dennis Harvey, Vice Chair _____

Patricia Eldridge _____ John Williams II _____

Lee Bryant _____