

# POLICY

## PROCEDURE FOR SELECT BOARD MEETING

The Select Board (BOS), of the Town of Newfield, under the authority of the State of Maine's Right to Know Law (1 M.R.S.A § 401-410) shall conduct the Select Board meeting under the following guidelines:

Agendas will be posted inside the lobby at the Town Office 24 hours prior to all Select Board Meetings. However, the agenda may be revised, if necessary. Meetings will be held every other Tuesday evening starting at 6:00 pm, unless a need arises that is agreed by the majority of the Board.

The proceedings are as follows:

1. **CALL TO ORDER-** The Chair of the Board will open the meeting.
2. **PLEDGE OF ALLEGIANCE-** Those who wish to stand and recite the Pledge of Allegiance, may do so at this time.
3. **PUBLIC COMMENT/PARTICIPATION**  
Newfield Taxpayers will be limited to five minutes of time for each taxpayer. If a group of taxpayers in Newfield wishes to comment on an agenda item to be discussed by the Select Board at the meeting, the group's designated spokesperson will be limited to ten minutes. Under the Right to Know Law the public is given full access to public proceedings, but full access does not mean an unconditional right of public participation. The BOS has broad discretion in allowing the public to speak. Inappropriate, offensive, or interruptive behavior from members of the public, will not be tolerated by the BOS. Whenever an individual is interfering with the orderly conduct of a public meeting, the Chair of the Board may first ask the individual to be quiet and sit down. If the person continues to disrupt the meeting, he or she may be asked to leave. If the person refuses to leave and continues to disrupt the meeting, the Chair of the Board may ask law enforcement to escort the individual from the meeting. If the person is combative or refuses to leave, the Chair may recess the meeting until the person is removed or adjourn the meeting.
4. **NEW BUSINESS** as listed on the agenda or introduced by an individual Board Member or Town Administrator.

5. **OLD BUSINESS** as listed on the agenda or introduced by an individual Board Member or Town Administrator.
6. **ANY OTHER BUSINESS** presented by any Member of the Select Board or Town Administrator.
7. **INFORMATION** presented by any Member of the Board or Town Administrator.
8. **SIGNATURES** includes the Town Warrant and any other documents which need the BOS review and signatures, if approved.
9. **ADJOURNMENT**

Revision Approved: March 21, 2023

Adopted: May 10, 2016

  
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Shelly Gobeille

  
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James McLaughlin

  
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Samuel Park