

TOWN OF RANGELEY

POLICY OF EXECUTIVE ADMINISTRATION IN THE ABSENCE OF ESTABLISHED POLICY

1. In the event a situation(s) arises within and concerning the governmental operations of the Town of Rangeley and that because of an absence or lack of existing policy, procedure, law, or directive to base a decision on concerning such situation(s), the Board of Selectmen empower the Town Manager under this policy so that he/she may issue, declare, or otherwise direct a course of action to be taken.
2. Executive orders and decisions made under this policy shall be of a non precedent setting nature and at no time shall they become consecutive, recurring, routine, or all encompassing.
3. The Town Manager will make every attempt to base policy and operational decisions, directives, orders, and findings on existing policies, procedures, laws, ordinances, contracts, and guidelines and shall invoke the powers given under this policy as the clearest option available.
4. The Town Manager shall not knowingly make decisions under this policy that are incompatible with existing Town, State, and Federal laws, policies, and procedures.
5. The Town Manager shall, in a timely manner, advise, notify, or otherwise inform the Board of Selectmen of any decisions, directives, and orders made under this policy and shall provide such recommendations including, but not limited to additions, addendums, and other changes to existing policies and procedures, and the creation of new policy to provide for direction should the situation or similar situations arise in the future.
6. The use of this policy and any action taken under this policy shall be reserved only to the Town Manager or acting Town Manager appointed by the Board of Selectmen. The Town Manager shall not delegate, transfer or otherwise convey his/her powers under this policy.
7. The Board of Selectmen reserve the right, after proper and timely advisement of any decision or directive made under this policy to, ratify, endorse, support, alter, change, resend or otherwise vacate any such decision, directive, order, or finding.
8. At no time shall any decision or directive utilizing this policy extend beyond the specific situation for which this policy was invoked.
9. This policy shall not be used to make decisions and directives concerning Town governmental operations that are contrary to the expressed wishes of the Board of Selectmen or with disregard toward the intent and spirit of existing policies, procedures, contracts, law, directives, guidelines, or ordinances.
10. The Board of Selectmen shall reserve the right to alter, change, suspend, remove, or amend this policy at any time with proper notice and in accordance with the Town of Rangeley Policy Adoption Policy.

Intent: It is the intent of the Board of Selectmen, by adopting this policy, to provide a means whereby the Town Manager, on behalf of the Selectmen may make decisions concerning the governmental operations of the Town where no clear, defined, or otherwise mandated direction is provided for through existing Federal, State, Local laws, policies, directives, procedures, ordinances, or guidelines. It is also the responsibility of the Board of Selectmen to address and rectify, in a timely manner, any deficiencies in regards to policies and procedures presented to them.

First Reading

March 21, 2006

☒ Adopted

April 4, 2006

☐ Amended
