

POLICY ADOPTION PROCESS

The powers of a Board of Selectmen in Maine to establish policy are quite broad. Essentially, the Board may undertake any action related to town affairs other than those forbidden or preempted by **Local**, State or Federal law. Specifically, the Board shall have the power, in the name of the town, to do and perform all acts and things appropriate to a municipal corporation and the general welfare of its inhabitants and which are not specifically forbidden by **the** Legislative Body or the Constitution and laws of the State of Maine.

It is important to note that the Board acts as a body. No member has any extraordinary powers beyond those of other members. In the establishment of policies, voting, and in other significant areas, all members are equal. It is also important to note that policy is established by at least a majority vote of the Board. While individual members may disagree with decisions of the majority, a decision of the majority does bind the Town to a course of action. In turn, it is Town Manager's responsibility to ensure the policy of the Board is upheld.

1. The Selectmen of the Town of Rangeley realize that Town government and operations require policies and procedures in order to maintain structure and operating efficiency. The following process shall be used for adopting, reviewing, revising, or deleting Board of Selectmen policies:

A. All policies shall be considered by the full Board of Selectmen

1. Individual Selectmen, temporary committees, the Town Manager, or other interested parties may submit in writing suggested policy topics, revisions or deletions, or concerns regarding existing policies to the Board of Selectmen

2. The Board of Selectmen, together with the Town Manager, shall have the responsibility to review and research each suggestion/concern and to prepare drafts as appropriate for review at a regular meeting.

Any Selectman or the Town Manager may request that the adoption, revision, or deletion of a policy be placed on the agenda at a regular meeting.

3. The Selectmen shall, to the extent practical seek, information that assures that any negotiated contracts are not being violated.

- B. A regular board meeting shall include the first reading of a new proposal, revision, or deletion of a policy. Discussion may take place on the substance of a policy proposal, and the public shall have an opportunity to provide input to the Board of Selectmen. A formal vote shall be held to acknowledge the first reading of the policy. Any changes to the policy by consensus or formally adopted amendment shall be made prior to the second reading.
- C. After a subsequent regular meeting, at least two weeks and less than 5 weeks after the first reading, the policy shall be placed on the agenda for a second reading and action. Amendments may be introduced and acted upon. If a motion to approve the policy is not passed at such meeting by a majority of the Selectmen, the process for that policy is ended.

However, if appropriate, further consideration of the policy may be postponed to a specific date.

- D. After approval any new policies/revisions/deletions shall be disseminated as appropriate. It shall be the responsibility of the Town Manager to ensure that any and all adopted policies ~~that pertain to town employees~~ are implemented and enforced. The Town Manager/designee shall ensure that all policy manuals are kept up to date and are available at the Town office

First Reading February 07, 2006

Changes 2/7/06 are in bold or strikethrough for presentation February 21, 2006

Adopted: February 21, 2006

Revised _____