

TOWN OF RANGELEY

1: PUBLIC NOTICE POLICY

The Right to Know Law (Freedom of Access) *M.R.S.A. Title 1 §406*, requires that public notice be given for all public proceedings of a body or agency consisting of three or more persons. The Right to Know Law is quite general regarding the type of notice, which must be given. It merely requires that notice "be given in ample time to allow public attendance and shall be disseminated in a manner reasonably calculated to notify the general public" in the area served by the body or agency.

A public proceeding within the scope of the Right to Know Law is defined as "the transactions of any functions affecting any or all citizens of the State by any board, commission, agency or authority of any county, municipality, school district or any regional or other political or administrative subdivision". In addition to the regularly scheduled meetings of the board, the definition of "public proceeding" includes work sessions and other informal meetings of a municipal board, committee or commission, *even if no decision will be made or formal actions taken at the meeting.*

It is the Town of Rangeley's policy that public notice will be given for all regularly scheduled meetings by means of the Standing Monthly Meeting list (permanently posted) and no less than three (3) days in advance for all other meetings, workshops, public proceedings and public hearings. All commissions, committees and boards or their secretary will present an agenda for posting to the Town Clerk, when available but lack of such posting will not render the proceeding illegal.

In the event of an emergency meeting, local representatives of the media shall be notified of the meeting, whenever practical, the notification to include time and location, by the same or faster means used to notify the members of the agency conducting the public proceeding. The meeting will then be lawful even if no members of the media or public attend.

Certain meetings and hearings, such as public hearings for zoning changes, subdivisions and ordinances, will adhere to the specific requirements addressed in the Ordinance and/or State Statute pertaining that issue.

September, 15, 2011
E.L. Thompson
Town Clerk

First Reading: December 20, 2011

Adopted: January 17, 2012

Revised: _____