



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 23-210

Agenda Date: 11/14/2023

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

Agenda Number:

I. Council Action Requested.

To approve minor amendments to and adopt the Council's Rules of Procedure.

II. Basis for Council Action.

Council approval of this item is required because;

- a. Pursuant to Article II, Section 8 of the Charter, "the Council shall determine its own rules and order of business," and
- b. This order contemplates the modification of the Council's rules of procedure.

III. Issue Summary.

Please refer to the attached copy of the Council Rules of Procedure. It is recommended that the Council, as an annual practice on the first meeting after an election, recognize the rules set, and either adopt the rules as presented or offer suggestions to modify them.

The attached rules include these minor amendments:

- Section 1. A. Meeting time changed to 6:00 PM.
- Minor typographical correction in Sections 9(A) and 13(A).