



Town of Windham

Town Offices
8 School Road
Windham, Maine

Cover Sheet

File Number: 25-166

Agenda Date: 11/13/2025

Version: 1

Status: Agenda Ready

In Control: Town Council

File Type: Order

I. Council Action Requested.

To accept nominations for and appoint an Appointments Committee. (The committee meets when applications are received, typically the hour prior to regular council meetings, on the 2nd and/or 4th Tuesdays of the month.)

II. Basis for Council Action.

Council approval of this item is required because;

- a. Article II, Section 9 of the Charter provides that "[a]t the first meeting after the regular Municipal election, the Council shall elect from among its members, officers of the Town who shall have the titles of Chairman and Vice-Chairman each of whom shall serve at the pleasure of the Council" and
- b. Section 27 of the Rules of the Windham Town Council further provides that "[a]t the commencement of the municipal year, or as soon thereafter as possible, there shall be chosen the following subcommittees and Council Officers:
 1. Council Chairman and Vice Chairman
 2. Parliamentarian
 3. Finance Committee
 4. Appointments Committee
 5. Windham Economic Development Corporation Council Representatives
 6. Greater Portland Council of Governments Representative to the Executive Committee

III. Issue Summary.

The Charter and the Council's Rules of Procedure differ slightly in the timing of the election of Council leadership. The Charter specifies the first meeting after the election and the Council's rules refer to the "commencement of the municipal year, or as soon thereafter as possible."

The term "municipal year" is not defined in the Council's rules, though it has been interpreted to follow the change in Councils following the election. In any case, the Council has historically held elections for all its leadership positions at the next meeting following elections.