

COUNCIL RULES

Amended & Adopted 2.15.18

SECTION I – MEETINGS

- A. **Schedule** – The regular meetings and workshops of the Town Council shall be held in the Log Cabin or such other place as the Council may designate at 7:00 P.M. current time, on the first and third Thursday of each calendar month. The meeting on the first Thursday shall be a Workshop meeting and the meeting on the second Thursday shall be a Regular (voting) meeting. When said day falls on a holiday or Election Day, the regular meeting shall be held on the following Monday at the same time and place, unless otherwise established by agreement of the Town Council. The date and place of any regular meeting may be changed by approval of the Council Chair or by request of four or more members, provided that timely notice is given to all members and to the public.
1. To accommodate the provisions of Article II (5) of the Yarmouth Town Charter, the regular meeting of the Town Council shall be held on the Thursday directly following the second Tuesday of June, annually.
- B. **Special** – Special meetings may be called by the Chair, and in case of his/her absence, disability or refusal may be called by three (3) members of the Town Council. Notice of such meeting shall be served in person or left at the residence of each member of the Town Council at least twenty-four hours before the time for holding said special meeting unless all members of the Council agree to waive said notice. The call for said special meeting shall set forth the matters to be acted upon at said meeting, and nothing else shall be considered at such special meeting.
- C. **Workshops, Public Hearings and Regular Business** –
- Workshop meetings shall be held for the purpose of introducing issues for consideration to be voted at the next or subsequent Regular Meetings, and to set the agenda for the next Regular meeting. The Town Council may schedule and hold public hearings at Workshop Meetings, but shall not take any final votes or actions except for procedural matters, referral to committees or instructions to staff. All Workshop sessions are open and the public may attend, and the Town Council shall provide an opportunity for the public to speak, present information and ideas, and raise questions or issues related to each agenda item. In addition, the Town Council shall provide a time during each Workshop meeting for members of the Town Council, members

of the public, staff, or citizen boards and committees to make reports or comments and introduce additional issues and inquiries not appearing on the agenda. The Town Council may hold executive sessions as part of any workshop meeting provided such executive sessions shall be in conformance with the provisions of Title 1 MRSA Section 405.

In addition, workshop meetings may be used by the Council to hear reports and confer with citizens, staff and volunteers of the various municipal departments, boards and committees of the town, community groups, consultants, officials, and other persons regarding the affairs and interest of the town, to debate, plan and prioritize the work of the council, and to draft, review and consider projects, plans, and ideas which may be beneficial to the town. Except for advisory opinions, votes to approve, amend or revise the proposed regular meeting agenda, scheduling and procedural considerations (including limitations on public comment), referral of matters to committees or others and votes to enter into executive session for authorized purposes, the Council shall take no binding or formal actions in workshop session. This shall not be construed to prohibit voting or polling of the members on pending issues provided such voting or polling decision shall be subject to confirmation voting at the regular or special meeting of the Council. Whenever practical and reasonably convenient, such workshop meetings shall be televised, but in all cases shall be deemed official public meetings.

In addition to or in lieu of meetings of sub-committees the Town Council may meet either as a Council or as a committee of the whole as necessary in informal workshop sessions to discuss issues, hear reports, and plan workloads and processes. Unless otherwise specified from time to time, such informal workshops will not be televised, but in all cases shall be deemed official public meetings.

Regular meetings shall normally be held on the third Thursday of each month and shall be for the purposes of holding public hearings and taking final actions on issues appearing on the agenda.

Town Council shall provide an opportunity for the public to speak, present information and ideas, and raise questions or issues related to each agenda item. In addition, the Town Council shall provide a time during each Regular meeting for members of the Town Council, members of the public, staff, or citizen boards and committees to make reports or comments and introduce additional issues and inquiries not appearing on the agenda.

Public Hearings shall be held on all ordinance adoptions, and other matters required by law, ordinance or Town Charter, and on such additional matters as directed by the Town Council to solicit and

encourage public knowledge and participation in pending actions and policy matters under consideration. It is the intent of the Town Council that in most matters requiring a public hearing, no formal final action shall be taken on the matter heard at the same meeting at which the public participation is solicited. Provided, however, that shall not preclude the town council from making a determination and taking final action on any matter where the public expresses little public concern or interest, or where delay would not appear to cause any objection or serve significant public purpose, or in matters of an emergency nature or where the town council determines immediate action is in the best interests of the Town. Unless otherwise directed by the council chair or four or more members of the Town Council, Public Hearings shall be scheduled on agendas to appear before regular business or reports.

Regular business: The Town Council shall address any Regular business which may be scheduled on the agenda. Such regular business may include, but shall not be limited to: final action on any items such as orders, appointments, action on committee reports and recommendations, appropriations and transfers, bid awards, resolutions, license and permit authorizations, as well as voting on matters considered at prior public hearings.

NOTE: A Quorum – *According to Article II, Section 10 of the Town Charter, a majority of the Town Council shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time or may compel attendance of absent members. At least twenty-four hours notice of the time and place of holding such adjourned meeting shall be given to all members who were not present at the meeting from which adjournment was taken.*

SECTION II – CONDUCT OF MEETINGS

A. Council

1. Pursuant to Article II, Section 9 of the Town Charter, the Chair shall take the chair at the time appointed for the meeting, call the members to order, cause the roll to be called, and, a quorum being present, cause the minutes of the preceding meeting to be acted upon and proceed to business. Minutes shall be kept for Regular and Special meetings but not for Workshop meetings as no final policy actions shall be determined at Workshop Meetings.
2. Absence or disability of Council Chair: In the absence or disability of the Council Chair, the Vice Chair is hereby designated as Council Chair Pro Tempore.
3. The Chair shall declare all votes, but if any member doubts a

vote, the Chair shall cause a recount of the members voting in the affirmative and in the negative without debate. A record of all votes will be kept by the Clerk of the Council pursuant to Article II, Section 12 of the Town Charter.

4. When a question is under debate, the Chair shall receive motions which shall have preference in the order in which they stand arranged:
 - a. to adjourn (to end the meeting)
 - b. for the previous question (to close debate and move the question to an immediate vote)
 - c. to lay on the table (to suspend debate and set aside a pending motion without establishing a time to resume discussion of it)
 - d. to postpone to a day certain (to suspend debate and set aside a pending motion until a specified later time in the meeting or at another meeting)
 - e. to refer to a committee or some administrative official
 - f. to amend (to amend a pending motion)
 - g. to take from the table (to resume debate on a previously tabled motion)
 - h. to postpone indefinitely (to postpone consideration of a motion indefinitely)
5. The chair shall consider a motion to adjourn as always in order except on immediate repetition; and that motion, and the motion to lay on the table, or to take from the table, shall be decided without debate.
6. When a vote is passed, it shall be in order for any member who voted in the majority or in the negative on a tie vote, to move reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.
7. When the previous question is moved and seconded, there shall be no further amendment or debate; but pending amendments shall be put in their order before the main question. If a motion for the previous question fails, the main question and any pending amendments remain open for debate.
8. No debate shall be allowed on a motion for the previous question. Neither is it susceptible to amendment. All questions of order arising incidentally thereon must be decided without discussion whether appeal be had from the chair or not.

9. Application to be excused from a vote must be voted upon by the Council before discussion of the question. Other than this, all members present must vote on every question.

B. Motions

1. Every motion shall be reduced to writing, if the Chair shall so direct.
2. Any member may require the division of a question when the sense will admit it.
3. A motion for referral to a committee or administrative official, until it is decided, shall preclude all amendments of the main question.
4. All questions relating to priority of business to be acted upon shall be decided with debate.

C. Decorum and Order

The Chair shall preserve decorum and decide all questions of order and procedure, subject to appeal to the Council. When a member is about to speak, s/he shall respectfully address the Chair, confine him/herself to the question under debate, and avoid personalities. No member speaking shall be interrupted by another, but by a call to order or to correct a mistake. If a Councilor is called to order while s/he is speaking, s/he shall cease speaking immediately until the question of order is determined. If ruled to be in order, s/he shall be permitted to proceed. If ruled to be not in order, s/he shall remain silent or shall alter his/her remarks so as to comply with rules of the Council.

D. Public

1. Regular and Special Meetings, Public Hearings and final policy actions and decisions
 - a. Persons wishing to address the Council on an item which appears on the agenda shall wait until the Chair announces the consideration of such item, at which time they may address the Council on that particular item. Any person desiring to address the Council shall be recognized by the Chair, shall state his/her name and address in an audible tone, and shall limit his/her remarks to the question under discussion. All remarks and

questions shall be addressed to the Council as a whole and not to any individual member thereof. All remarks and questions addressed to the administration of the town shall be addressed to the Town Manager and not to any individual town employee. No person other than members of the council and the person having the floor shall enter into any discussion either directly or through a member of the Council without the permission of the Chair. Once the Council has begun its deliberation on an item, no person shall be permitted to address the Council on such item, and any person desiring to further address the Council on such item must wait to do so until all items on the agenda have been completed.

- b. Persons wishing to address the Council on any item not appearing on the agenda may do so at the time designated by the Town Council for receiving public comments on issues not appearing on the agenda.
- c. The Chair, with the consent of the Council, may allow for additional public comment and participation or to impose time limits and special rules for recognition when, in the opinion of the Chair, such action will advance the efforts of the Council in the conduct of its affairs and promote citizen participation in the conduct of the Council affairs.

2. Workshop Discussions Meetings-agenda planning and scheduling

- a. There are two primary purposes of a workshop discussion: (1) to introduce issues and reports and to consider comments from the Council, staff, and public thereon, including, when deemed appropriate by the Town Council, to hold public hearings on issues, and (2) to determine issues to be debated and acted upon at the next or a subsequent regular or special meeting of the council. The objective of workshop meetings is to provide the Town Council and the public with a familiarization of pending issues, to determine which issues are ready for deliberation and possible action, and to instruct the staff or committees on what research or investigation may be required for the Town Council to develop an appropriate policy position. Because the public provides critical insights, information and initiative to topics presented to or raised by the Town Council, the Council shall provide an opportunity for citizens to speak or present testimony at workshop

sessions. Unless public comment is limited by a simple majority vote of the Town Council in workshop, the Chair shall, open discussion of pending issues and considerations for public comment and question to allow remarks to be addressed to individual members of the Council or other participants in the discussion in respectful exchange of ideas and questions. The Chair may impose the rules of public participation as provided for regular and special meetings and public hearings of the Town Council, whenever he/she determines such rules are necessary for the efficient conduct of the Council's affairs and promotes full, fair and respectful citizen participation in the conduct of the Council affairs. The Chair may impose time limits on public comment, subject to the consent of the Town Council.

SECTION III – ENACTMENTS – PRESENTATION AND ACTION

- A. The Town Council shall act only by ordinance, order or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title.
- B. All by-laws passed by the town Council shall be termed "ordinances" and the enacting style shall be: "Be it ordained by the Town Council of the Town of Yarmouth, Maine, in Town Council assembled."
- C. In all votes of command, the form of expression shall be "ordered"; and of opinions, principles, facts or purposes, the form shall be "resolved". All orders or resolves shall take effect after passage.
- D. Every ordinance shall be presented to the Council for consideration prior to public release. The Council shall then set a date for public hearing and final consideration in accordance with Article II, Section 11 of the Charter.
- E. The votes for and against the passage of all ordinances, orders, resolves or amendments thereto shall be taken and entered upon the record of the proceedings of the Town Council by the Clerk, or in the absence of the Town Clerk, by the Town Manager. Every final ordinance, order, resolve or amendment thereto shall require the affirmative vote of four (4) members of the Town Council.
- F. The Town Council may, by vote of five (5) of its members, pass emergency ordinances, to take effect at the time indicated therein. Such emergency ordinances shall contain a section in which the

emergency is set forth and defined; provided, however, that the declaration of such emergency by the Town Council shall be conclusive.

G. Second readings required in certain circumstances.

Notwithstanding the provisions of Section III.C certain actions of the Town Council shall be valid and in effect upon presentation and enactment in two sequential votes separated in time by not less than three weeks nor more than twenty-six weeks. Votes shall be presented in the normal order and procedure for enactment as provided by the Council Rules except that at the first such enactment the order shall provide that "this order [resolve or ordinance] shall be effective upon a second reading and enactment.

This second reading requirement shall be in effect in the following circumstances.

1. Whenever the Town Council is considering the sale transfer or disposal of any town-owned real estate, but not including:
 - a. release of tax liens, mortgages, or similar security interests, or for issuance of quit claim deeds for the same purposes.
 - b. boundary line adjustments between abutting properties or street lines,
 - c. vacation, discontinuance, or alteration of roadways and easements
 - d. encumbrance of properties for conservation or development restrictions or covenants.
 - e. title clearance concerns.

2. Reserved

SECTION IV: CONDUCT OF COUNCIL MEMBERS

- A. Unbiased conduct: Town Councilors shall conduct themselves in a manner that does not discriminate unlawfully against any person because of physical or mental disability, race, color, creed, age, sex, sexual orientation, religion, ancestry, or national origin. All persons, irrespective of personal characteristics or other distinctions, including but not limited to physical or mental disability, race, color, creed, age, sex, sexual orientation, religion, ancestry, or national origin shall be treated in the same basic manner under the same or similar circumstances.
- B. Nonpartisanship: Councilors and their appointees shall conduct Town business in a non-partisan manner, without favoring or taking direction from a political party.

- C. **Conduct:** Councilors shall conduct themselves in a respectful manner when publicly discussing Town matters, speaking freely on the issues and their merits without engaging in personal attacks on fellow councilors and shall exercise due care in summarizing, characterizing, or otherwise describing the views or positions of other Councilors.
- D. **Council Speaks as a Body:** Except as specifically provided in Article II Section 9 of the Yarmouth Town Charter or otherwise by these Rules, no member of the Town Council shall represent to anyone or knowingly allow anyone to infer that he/she speaks or is acting on behalf of the Town Council unless, by Order of the Council, a Councilor has been officially designated as its Representative to another organization, committee or board.
- E. **Social Media:** Councilor statements or similar postings made on a Town platform or a platform purporting to be the official Town-related platform of a Councilor shall adhere to the highest ethical standards, shall be viewable by the public; shall treat all comments equally (if the platform or councilor allows comments) unless such public comments are abusive, threatening, obscene, or libelous; and shall avoid disparaging remarks about any fellow Councilor. Councilor statements made on personal webpages or similar social media platforms concerning Town issues pending or foreseeably pending before the Council shall follow the conduct rule above (Section IV.C) and, in order to comply with 1 MRSA § 400 *et. seq.* (Freedom of Access), shall be preserved once posted. In order to comply with the provisions of 1 MRSA § 403 (public meeting), no other Councilor shall comment on or engage in deliberation or inter-Councilor discussion that should be properly confined to public meetings. Given the foregoing limitations on a Councilor's ability to comment on, deliberate or discuss another Councilor's social media communication(s), when communicating via social media regarding Town matters a Councilor shall use due care if summarizing, characterizing, or otherwise describing the views or positions of other Councilors.
- F. **Conflict of Interest:** It is the policy of the Town Council that the proper operation of democratic government requires that public officials be independent, impartial and responsible to citizens; that public service not be used for personal gain; and that the public has confidence in the integrity of its municipal government. The purpose and intent of this Policy is to promote improved transparency and public trust and to protect the integrity of Town government against actual or reasonably perceived conflicts of interest without creating unnecessary barriers to public service.

This Policy applies to members of the Yarmouth Town Council ("Councilors"). This Policy shall not prevent the Town Council from adopting additional procedures and standards intended to prevent the exercise or appearance of improper influence or bias in the conduct of Town business. This Policy is intended to supplement, but not replace, any Maine or federal law governing conflicts of interest.

Conflict of Interest:

A conflict of interest may arise when specific circumstances exist such that a Town Councilor may reasonably be presumed to be motivated by a personal interest and/or direct financial interest rather than the public interest. Although not intended as an exhaustive list, this Policy addresses, by example, three circumstances where a conflict of interest may arise, and where Town Councilors are encouraged to exercise caution before determining that their participation in decision making on a particular agenda item is in compliance with this Policy:

1. When a matter before the Council could have a direct personal and/or direct financial benefit or detriment to the Councilor or his/her immediate family members;
2. When a matter before the Council could have a direct personal and/or direct financial benefit or detriment to the Councilor's employer or his/her immediate family's employer(s);
3. When a matter before the Council could have a direct personal and/or direct financial benefit or detriment to any outside organization for whom the Councilor holds an official leadership position.

"Immediate family" is defined under this Policy to mean the Councilor's spouse, child, (natural or adopted), parent, brother or sister, and any other person with whom a Councilor shares living quarters under circumstances that closely resemble a marital relationship or who is financially dependent on the Councilor. "Step" relations shall be deemed the same as natural relations.

Avoidance of appearance of conflict:

Town Councilors should avoid the appearance of a conflict of interest, bias or improper influence by disclosure and/or abstention.

Disclosure; Abstention:

Councilors are required under this Policy to disclose any potential conflict of interest they may have in any agenda item before the Council. Once a disclosure is made, the Councilor shall either abstain from the decision-making process (including any discussion, deliberation and/or vote) regarding that agenda item or shall explain why he or she believes his or her abstention is not necessary.

Abstention not required:

It is not the intent of this Policy to prevent Councilors from voting on matters while acting in a legislative capacity even if their actions may be based upon strongly held personal views, so long as there is no private interest in the outcome of the decision.

Moreover, given the relatively small size of the Yarmouth community, Councilors may be faced from time to time with making decisions that affect their personal interests in a manner substantially similar to the interests of other Yarmouth residents. For example, Town Councilors are not automatically disqualified from voting on a town-wide zoning change merely because they own land that will be affected by the zoning decision, especially if the private benefits to the Councilor involved in the legislative action are speculative, indirect and/or insubstantial.

SECTION V – COMMITTEES

A. At the commencement of the municipal year, there shall be chosen the following committees; each committee to consist of such members of the Council as the Town Council may designate:

1. Trust Fund Advisory Committee (3 members)
2. Appointment Committee (3 members)
3. Operations Committee – which shall be a committee of the whole council – (7 members)
4. Such other Committees, Subcommittees or Task Forces as the Town Council may, from time to time, establish.

B. The members of the Council to serve on the above committees shall be chosen by the Council by a majority vote, and the Chair of the Council shall be an ex-officio member of such standing committees.

Prior to appointment of these standing committees, there shall be an informal meeting (caucus) of the Council to discuss their makeup.

C. The Chair of the Council may appoint members of the Council and/or citizens of the town to committees as authorized by the Council. No committee shall have the power of executive action unless specifically authorized and shall report back to the Council for action on its recommendations or proposals.

SECTION VI – ADOPTION AND AMENDMENTS

- A. In accordance with Article II, Section 8 of the Charter, the Council shall adopt rules and order of business. These rules shall be adopted at the first regular meeting following the annual organizational meeting. It is the policy of this Council that the Chair elected at that meeting shall not have served the immediately preceding term.
- B. The rules may be suspended temporarily only with the consent of five (5) of the members of the Council.
- C. No rule or order shall be amended or repealed without notice to all members of the Town Council, in writing, being given at least ten (10) days in advance of such proposed vote to amend or repeal.

SECTION VII – MISCELLANEOUS

Agendas: Items of business introduced at a workshop meeting for placement on the agenda for regular business meetings and public hearings shall not be reviewed until the next workshop meeting during which time any amendment, revision and/or placement on an agenda of any item of business requires the consent of a simple majority of members present. Notwithstanding the foregoing, at the time of introduction of an agenda item at the initial workshop meeting, the Council may, with the unanimous consent of those members present at the Workshop meeting, move that agenda item directly to that month's regular business meeting for a vote. Any item of business requiring immediate Council action to preserve the health, safety and/or welfare of the Town's residents shall be placed on the agenda of a special meeting called in accordance with Section 1.B of these rules.

- A. Public Hearing (Advertising): When it has been determined that a public hearing is to be held at a future meeting, the Town Manager shall give public notice of such pending public hearing at least nine (9) days in advance of the hearing date.

SECTION VIII: VOLUNTEER COMMITTEES

Volunteer Committees play an important role in the management of the Town's affairs. Over the years, Committees have formed to serve as a resource on a variety of subjects and projects.

Some Committees form for a single purpose and have a limited life span; others serve as an ongoing resource on matters that require the Town's ongoing stewardship.

A. Purpose

The purpose of volunteer committees is to assist the Town Council in the management of the Town's affairs. Ideally, these Committees will serve to inform, educate and advise the Town Council on variety of subject matters.

B. Existing Committees (as of January 1, 2018)

There are hereby established the following volunteer committees: Comprehensive Plan Implementation Committee (CPIC), Economic Advisory Committee, Harbor and Waterfront Committee, Investment Advisory Panel, Parks and Lands Committee, Recycling Committee, Shellfish Conservation Committee, Sports and Recreation Committee

C. Committee Membership, Voting and Attendance

Committee membership requires formal appointment by the Town Council. Once formally appointed, all members are entitled to fully participate in, and vote on any matters before the Committee. It is recommended that each Committee appoint a Chairperson to preside over the meetings. Committee members are expected to attend a majority of the Committee meetings. Any member may resign at any time. Any member who misses three (3) consecutive meetings [unless excused] may be presumed to have resigned.

D. Role of Town Council Liaison

Each Committee shall be assigned a member of the Town Council as a Liaison. The Liaison serves as a conduit between the Committee and the Council. In this role, the Liaison will share information and updates between the Committee and the Council, advise the Council on any specific needs of the Committee, and coordinate formal presentations before the Council. The Liaison will also serve as a resource and mentor for the Committee when appropriate. The role or presence of a Liaison is not intended to impact or influence the decisions of a Committee. As such, the Liaison is not a voting member of the Committee.

E. Meetings, Agendas and Records

Frequency of meetings, including dates, times and locations as well as meeting agendas should be posted to the Town web site in a timely manner prior to a proposed meeting. Meeting minutes are encouraged to be taken and posted to the Town website.

F. Annual Work Plan and Annual Report

With the goal of keeping the various Committees and the Council focused and engaged, the Council requests that each volunteer Committee prepare an annual work plan, and present that plan to the Town Council for approval on an annual basis. The work plan may include items that the Council requests the Committee work on in the coming year, or it may include matters that the Committee would like

to address and present to the Council for consideration. Any budget requests should be included in this work plan. Volunteer Committees should also prepare an annual report on their work during the prior year for inclusion in the Town's annual report.

G. Presentations to the Council

With respect to matters formally presented to the Town Council, the Council requests that any presentations include, at a minimum, the following:

1. What is/are the issue(s), or subject matter before the Council?
2. What is the purpose of the report/presentation? Is it informational, action requested, or both?
3. What are the Town's options in addressing/acting upon the issues or subject matter? What are the pros/cons or costs/benefits for each option?
4. What are the Committee's conclusions/recommendations? Are they the best options and why are they in the best interest of the Citizens of Yarmouth?

The Council's goal is to be informed, educated and advised so the Council can make informed decisions on behalf of the Citizens of Yarmouth.

H. Conflicts of Interest

Volunteer Committee members are subject to conflict of interest rules adopted by the Town Council.

Amended:

11/17/94, 05/26/99, 07/18/00, 06/17/02,
06/12/03, 08/21/03, 06/10/04, 06/15/06,
06/19/07, 08/06/09, 07/01/10, 06/16/11,
02/15/18

Attachments to the Council Rules for Reference:

Town Council Committee Descriptions

Trust Fund Advisory Committee:

This Committee shall be empowered to take all necessary and prudent actions related to the investment, management, and beneficiary distributions of the various trust accounts, and shall report on the summary of its activities to the Town Council annually. To the extent permissible by law, the work of the committee shall be deemed confidential to protect the privacy interests of beneficiaries and applicants for distributions.

Appointments Committee: GUIDELINES

TURNOVER

It is the intent of the Appointments Committee to encourage turnover in citizen committees.

- A. Existing members whose terms are expiring and who have served four or fewer consecutive years may be nominated for reappointment provided:
 - 1. The member seeks and is qualified for reappointment; and
 - 2. the member has demonstrated a sufficient level of interest and ability as demonstrated through attendance and participation; and
 - 3. his/her reappointment is considered to be in the interest of the Town of Yarmouth.
- B. Existing members who have served five or more consecutive years may be nominated for appointment to complete a remaining unexpired term of another position on the same board/committee under the same criteria as A. above and he/she may be nominated for reappointment to a full term only if other qualified candidates are determined to be unavailable after completion of the Appointments Committee recruitment process.
- C. If existing members are unavailable or not qualified for reappointments under Sections A or B above, then the Appointments Committee may cause a list of the vacancy(ies) to be published in the NOTES with a request for applications or expressions of interest. The Town Clerk shall maintain a list of all applicants and shall maintain the list for a two-year running period, updated at least annually.

INTERVIEWS:

The Appointments Committee may, on its own discretion, and on a case-by-case basis, determine if applicants should be interviewed and how many.

Finance Committee:

The Council shall function as a whole (seven members) for purposes of developing the annual operating and capital budget, and for significant financial concerns including, but not limited to: debt structuring, investment and reserve fund policy, audit review, major capital projects, employee compensation and benefits plans, risk management, accounting systems and technology applications, fixed asset and infrastructure accounting and capitalization policies, and contingent debts and liability concerns. The Budget and Finance Committee may establish various subcommittees to investigate or oversee any number of concerns or issues, and may delegate some or all of its responsibilities to another standing committee. In addition, the Finance Committee shall meet regularly to review and discuss operations of the municipal departments, committees and advisory boards, to consider long range planning and land use issues, and to investigate all other public concerns and interest effecting the community and municipal services.

Note: *The Finance Committee no longer exists and its functions are assumed by the “Operations Committee” of the Town Council.*