

TOWN OF YORK
SELECTMEN'S POLICY
TRANSACTION OF BUSINESS

The Board of Selectmen shall transact all official business at a public meeting. The following items deal with the transaction of business at official meetings of the Board of Selectmen.

Right to Know

Except for Executive Sessions, the proceedings of all meetings of the Board of Selectmen are open to the public.

Rules of Order

Roberts Rules of Order shall govern the proceedings of all Board of Selectmen meetings.

Regular Meetings and Work Sessions

Regular meetings and work sessions of the Board of Selectmen shall be held on the days and the time and place determined by the Board at the annual Organizational Meeting. Abbreviated Regular Meetings may be held at the same time as Work Sessions.

Selectmen will be furnished with the date, time and place for each meeting along with an agenda. This information will be provided by the Town Manager's Office no later than two (2) workdays prior to the Regular Meeting.

Special and Emergency Meetings

Special and Emergency Meetings of the Board may be called by the Chairman, or in the absence of the Chairman, by the Vice Chairman, or by a majority of the Board. The Selectmen will be furnished with the date, time and place and an agenda (if necessary) by the Town Manager's Office. Meeting notification requirements are pursuant to State Statute.

Requests for Agenda Items

All Selectmen requests for regular meeting agenda items must be submitted to the Chairman of the Board of Selectmen along with supporting background material, or a position paper not less than one (1) week prior to the scheduled meeting date. The Chairman of the Board shall review agenda requests with the Town Manager to assure proper background and staff support has been afforded the item requested. If, in the opinion of the Chairman additional information and/or study are required, the requested agenda item will be postponed until proper preparation has been made. The Chairman of the Board will subsequently notify the affected Selectman.

If the Chair refuses to place an item on the agenda that has been properly prepared, the written request of one Board member is sufficient to place the item on the Agenda for the next regular meeting.

Order of Business

- A. Call to Order
- B. Pledge of Allegiance
- C. Minutes
- D. Chair's Report
- E. Manager's Report
- F. Public Hearings
- G. Citizen Forums
- H. Approval of Warrants
- I. Bid Opening & Award
- J. Endorsements
- K. Old Business
- L. New Business
- M. Other Business
- N. Future Agendas
- O. Citizen's Forum
- P. Adjournment

Majority Vote

Three affirmative votes are required for the transaction of business.

Meeting Curfew

No new discussion should be initiated after 10:00 P.M. The Selectmen may, on a case by cases basis, waive this restriction if requested by a member of the board and a majority of the board is in agreement.

Original Adoption 3/29/82
Amended 7/8/91
Amended 3/11/92
Amended 3/11/97
Amended 5/13/97
Amended 5/26/98
Amended 5/20/2004
Amended 12/12/2005
Amended 03/21/2011
Amended 07/06/2015