

June 16, 2015

TOWN OF CAMDEN

**RULES AND ORDER OF BUSINESS
FOR SELECT BOARD MEETINGS**

- A. The Select Board will meet on the first and third Tuesday evening of each month unless the Board decides at a prior meeting to hold special meetings and workshops, or not to hold a meeting.
- B. The Select Board will hold its meetings in the Washington Street Conference Room, unless an alternative location is selected. If a different location is selected, the Select Board must provide sufficient prior notice to make the public aware of the different meeting location.
- C. The Select Board meetings will begin at 6:30 p.m. unless otherwise noted.
- D. A draft agenda will be transmitted to the local newspapers by close of business on Friday and be posted in a few prominent locations around Camden including the Town Office, Post Office, Public Library, Public Safety Building, and the town's website. Any revisions to the agenda will be immediately posted to the website.
- E. Select Board meetings will be recorded and broadcast on the government access Channel 22 and are web streamed live at www.townhallstreams.com.
- F. Agenda items and necessary back-up information must be submitted to the Town Manager's Office no later than noon on the Wednesday prior to the meeting.
- G. The Select Board will only act on items that appear on the final posted agenda unless the immediacy of the issue requires an item to be added to the agenda at the meeting.
- H. The Select Board will follow the agenda order unless the Board decides to change the order.
- I. The Select Board allows comments on agenda items. Comments are asked to be kept at three minutes and relevant to the agenda item. The Select Board will also set aside a time on every agenda that allows the public to speak on non-agenda items.
- J. Three members are required to be present for a quorum. Three votes in the affirmative will be required for passage of a motion.
- K. All persons attending Select Board meetings will be treated with respect.

Approved by the Camden Select Board on June 16, 2015.