

**TOWN OF HOLDEN**  
**BOARDS, COMMITTEES AND COMMISSIONS ORDINANCE**

**Section 1. Establishment**

The Town Council shall have the power, by ordinance, order or resolve, to establish boards, commissions, committees and authorities, hereinafter referred to as boards of Town. Unless specified in the establishing legislation, all such boards shall be in existence until terminated by vote of the Town Council. All board appointments shall be for a specified term in office and terms shall expire on June 30<sup>th</sup> of the year of expiration unless otherwise provided for in the establishing legislation.

The Town Council may appropriate funds for the expenses of the boards, including the expenses of board members, directly related to their service on boards.

**Section 2. Policy and Guidelines**

Any person who is a resident of the Town of Holden shall be eligible to be appointed to any Town board. Resident, for the purpose of this ordinance, shall be defined as a person who:

1. If a registered voter, is a registered voter of the Town of Holden, and
2. Has a primary residence in a house, apartment or rooming house within the Town of Holden, or stays with relatives or friends in the Town of Holden for a majority of each calendar year.

**2.1**

The Town Council may terminate appointments to boards for just cause. Just cause is considered to be voting where there is a conflict of interest, excessive absence, and loss of residency, unruly or continual disruptive conduct or actions adverse to the health, benefit and welfare of the residents of Holden. For cause other than excessive absence or loss of residency, a hearing between the Town Council and the appointee shall be held.

**2.2**

Absence from more than three (3) consecutive scheduled or special meetings or more than 50% of the scheduled meetings during any twelve consecutive month period shall be considered excessive absence. Excessive absence shall be cause for the Town Council to review the appointment of the individual and to recall the appointment if determined in the best interest of the Town of Holden.

### **2.3**

Boards shall, each year, elect a slate of officers at the first regularly scheduled meeting of the fiscal year. As a minimum, the slate of officers shall consist of a Chairperson and Recording Secretary.

### **2.4**

All boards shall, by vote, schedule regular meeting dates. Notice of these dates shall be filed with the Town Clerk. Special meetings may be called at the discretion of the chairperson or secretary acting in case of disability or absence of the chairperson. Notice of regularly scheduled meetings and special meetings shall be sent to the Town Clerk with an agenda of business to be conducted. The Town Clerk shall immediately upon receipt of such meeting notices and agendas, forward copies of the same to the Town Council so that they will be received by them at least 24 hours prior to the scheduled starting time of the meetings. In the event that a boards, which consists of three (3) or more members, is meeting to deal with the expenditures of public funds or taxation or the adoption of policy, notice of the meeting, including subject matter, time and place, shall be reasonably given to the public.

### **2.5**

No board shall hold executive sessions except in accordance with 1 M.R.S.A., Section 405, as amended.

### **2.6**

Boards shall adopt rules of order for the conduct of hearing and meetings, and the reporting, filming or recording of public meetings. A copy of these rules shall be filed in the Town Clerk's office.

### **2.7**

A quorum shall consist of a majority of the total number of Board members present. All official votes shall be taken in open session and with at least a quorum present. Unless otherwise established by State Statute or other Town ordinances, the passage of any matter shall require a simple majority of members present and voting.

### **2.8**

All members present shall vote on all questions unless excused by the chairperson in a conflict of interest. Alternate or associate members shall be appointed by the chairperson to assume the privileges including voting for absent regular members. Telephone or proxy voting will not be considered valid or as a substitute for convening or attending a meeting to consider any matter. Members shall abstain from voting if a conflict of interest is declared by the board chairperson and could cause a later challenge to the vote.

**2.9**

Boards shall record the minutes of all meetings. The minutes shall include notation of members present, a record of all votes taken and a short summary of significant discussions. The original of the minutes shall be maintained in the Town Clerk's Office. The Town Clerk shall forward a copy of the minutes to the Town Council.

**2.10**

Any amendments or additional by-laws enacted by a board shall become effective at the time of an affirmative vote by its members. The Town Council shall be advised in writing of such amendments or additions.

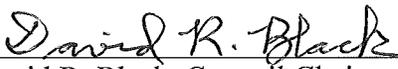
**2.11**

If any of the above provisions shall conflict with any requirements imposed by State Statute, then such State Statute shall prevail.

**Section 3. Effective Date**

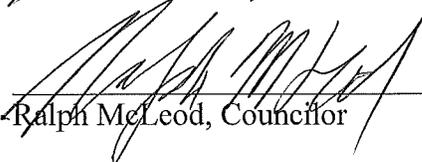
This ordinance shall take effect on the date enacted.

Signed this June 20, 2016 by the Town Council.

  
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David R. Black, Council Chair

  
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Thomas Copeland Council Vice-Chair

  
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Paul Amoroso, Councilor

  
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Ralph McLeod, Councilor

  
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Robert Harvey, Councilor