

# HOLDEN TOWN COUNCIL

## RULES OF PROCEDURE

### **Article 1 Chairperson/Vice Chairperson**

101. At the first meeting of the Councilors, after the Annual Town Meeting, the Council members shall elect a Chairperson and Vice Chairperson for the following year. The Chairperson and Vice Chairperson shall serve until their respective successors are elected.
102. The Chairperson shall preside over all meetings of the Council at which the Chairperson is present.
103. The Chairperson shall neither make nor second any motions during a meeting of the Council.
104. The Chairperson shall recognize any Council member who wishes to speak, state all motions, rule on all questions of parliamentary procedure and carry out such other duties as are placed upon him by law and these Rules of Procedure.
105. The Vice Chairperson shall serve as Chairperson Pro Tempore at any meeting the Chairperson is absent and shall have the same duties and obligations as the Chairperson until the Chairperson arrives and assumes his office.
106. All members of the Council shall all vote unless they have a conflict of interest.

### **Article 2 Meetings**

201. A meeting of the Council may be called at any time by the Chairperson, Vice Chairperson, or a majority of the Councilors upon written notice hereinafter provided.
202. Notice of any meeting other than an emergency meeting shall be in writing and delivered to the members of the Council at least four (4) days before any meeting.
203. An emergency meeting may be called as provided in Section 201. At least twenty-four (24) hours written notice shall be given and additional public notice shall be given as provided in Section 204, when possible.
204. Notice of Council meetings shall be posted at the Municipal Building and at least two other places in the Town so as to reasonably inform the citizens of a meeting. Additionally, a Notice shall be sent to a newspaper of general circulation in Holden, as well as major commercial radio and television stations in the area.

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**Article 3 Agenda**

301. The Council shall have a written agenda for each meeting, which shall have the following headings:
- 301.1 Open
  - 301.2 Pledge of Allegiance
  - 301.3 Moment of Silence
  - 301.4 Public Comment
  - 301.5 Approval of Minutes
  - 301.6 Consent Agenda
    - 301.6.1 Warrants
    - 301.6.2 Department Reports
    - 301.6.3 School Board Update
  - 301.7 Old Business
  - 301.8 New Business
  - 301.9 Other Business (By unanimous consent)
  - 301.10 Adjournment
302. Items shall be placed on the agenda at the request of Councilors.
303. Items on the agenda may be taken up out of order by unanimous consent.
304. An item may be added to the agenda by unanimous consent.
305. Consent Agenda items are non-debatable unless removed from the Consent Agenda.

**Article 4 Motions**

401. Motions must be made by a Council member, other than the presiding officer.
402. All motions must be seconded by a Council member, other than the presiding officer and the person making the motion, except as provided in Section 405.
403. Once a motion has been made and seconded, the presiding officer shall state the motion.
404. Debate shall be allowed on all motions except as provided in Sections 305 and 406.
405. The following motions do not require a second:
- 405.1 Nominations
  - 405.2 Point of information
  - 405.3 Point of order
  - 405.4 Questions of privilege
  - 405.5 Leave to withdraw a motion

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406. The following motions are non-debatable:

- 406.1 Adjourn
- 406.2 Lay on the table
- 406.3 Filling in the blank
- 406.4 Point of information
- 406.5 Point of order
- 406.6 Question of Privilege
- 406.7 Leave to withdraw a motion

407. The presiding officer shall again state the motion before a vote is taken.

408. The presiding officer shall declare the vote on all motions.

409. Prior to the vote on any motion, the motion may be withdrawn by the maker and seconder collectively.

**Article 5 Conflicts**

501. No Councilor shall vote on any motion where he or she has a conflict of interest as defined by Maine law.

502. An issue of conflict of interest regarding a particular Councilor shall be raised prior to voting on any motion. The other Councilors present shall decide by simple majority vote as to whether or not a conflict of interest prevents said Councilor from voting on the motion then before the Council.

**Article 6 Public Comments**

601. Each regular, special, and emergency meetings of the Council shall have set aside a period of time for Public Comment. The period shall not exceed thirty minutes, except upon a vote of a majority of the Councilors to extend that period.

602. Persons speaking during the Public Comment portion of a meeting shall be limited to five minutes, except upon a majority vote of the Councilors to extend that period. Any extension of an individual's speaking period shall also extend the total Public Comment period an equal amount of time.

603. The following persons may speak during the Public Comment portions of a meeting:

603.1 Residents of the Town of Holden may speak on any subject not otherwise prohibited by these procedures.

603.2 Non-resident taxpayers may speak on matters relating to the property upon which they pay taxes, unless otherwise prohibited by these procedures.

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- 603.3 All other persons may speak only upon a majority vote of the Councilors that the person shall be permitted to speak on a particular subject, and only for so long as permitted by the Councilors.
604. During other portions of the meeting individuals may speak only upon a majority vote of the Councilors that the person shall be permitted to speak on a particular subject, and only for so long as permitted by the Councilors.
605. No person shall speak regarding scandalous, irrelevant or repetitive matters. Profanity or disruptive behavior shall not be permitted.

**HOLDEN TOWN COUNCIL**

**May 15, 2023**

**Date Revisions Adopted**