Placement of Items on a Select Board Agenda

POLICY:
It is the policy of the Select Board that any member of the Board, members of the Town’s Administrative Staff, Department Heads, members of the Town Boards and Commissions or the General Public may place items for consideration on the agenda provided that the following guidelines have been adhered to:

1. Item(s) must be approved by the Chair of the Select Board prior to placement on the agenda.

2. Item(s) must be reviewed with the Town Administrator.

3. Item(s) requested must be submitted no later than 12:00 noon on the Wednesday prior to the Meeting. This does not apply to item(s) of an emergency nature, as shall be determined by the Town Administrator or the Chair of the Select Board. However, it should be noted that poor planning on the part of individuals to adhere to deadlines does not constitute an emergency.

4. Item(s) requested must have appropriate documentation and backup information, which must be submitted to the Town Administrator’s Office no later than 12:00 noon on the Thursday prior to the Meeting. The Chair of the Board reserves the right to defer an agenda item if the backup information or information being presented is not available to the Select Board for review on the Friday before the meeting.

Approved By: Select Board

Chair

Vice Chair

Clerk

Member

Member

Date: 7/20/21

This Policy replaced Policy #85 – Placement of items on a Select Board Agenda