

Town of Paris, Maine
Policy For
Establishment and Operation of Boards and Committees

ORGANIZATION: Boards and committees shall be free to establish their own rules of procedure, consistent with applicable laws and ordinances, but shall ensure that their procedures avoid unduly complex parliamentary procedures. They shall conduct their business in an orderly manner clearly understandable by the community and in a way that provides reasonable opportunity for public access and participation.

- 1) All proceedings of all municipal boards and committees shall be conducted in accordance with the provisions of the Freedom of Access Law, Title 1, M.R.S.A., §401-410. Public notice and agenda shall be posted at the municipal office prior to meetings.
- 2) All boards and committees shall keep written minutes of their meetings. In addition, the Board of Selectmen, Planning Board, Board of Appeals and (if extant) Historic Preservation Commission, shall tape record their meetings. All boards and committees shall tape record their public hearings. All minutes and original tapes will be submitted to the Town Clerk within five days of the approval of the minutes at the next meeting.
- 3) No member appointed to a board or committee may be compensated for membership.
- 4) All written and e-mail correspondence that is sent on behalf of a board or committee, and that is between any board or committee member and any other party, shall be considered a public record, pursuant to the Freedom of Access Law, Title 1, M.R.S.A., §401-410. All boards and committees shall furnish to the Town Clerk, within three days, a copy of all outgoing or incoming correspondence, and shall request that all incoming, written correspondence be addressed to the municipal office's mailing address. All boards and committees shall send the town office, at S_Jackson@town.paris.me.us, an electronic copy of all outgoing or incoming e-mails.

MISSION/PURPOSE: Each board or committee should have a mission statement and a general outline of its purpose, tasks and responsibilities, and the extent of its authority.

WORK PLANS AND REPORTS: Each Board or committee should prepare, for submission to the Board of Selectmen, an annual work plan containing a list of issues it can safely predict will arise in the coming year, work that it will attempt to accomplish, and requests for funds needed for such work. Each board or committee should then prepare an annual report, for submission to the Board of Selectmen, summarizing accomplishments or work that remains to be done.

Approved by: Town of Paris Board of Selectmen, January 26, 2009