

BELGRADE BUILDING COMMITTEE 2009

May 28, 2009

Operating Rules and Procedures

These rules and procedures govern the practice, procedure, and conduct of all meetings of the Belgrade Building Committee # 2009 (BBG).

In special circumstances, as determined by the Chairman, or by a majority of the Committee, where good cause could exist, a deviation of these rules may be permitted if it is determined that compliance with these Rules would prove to be impractical or not necessary.

- 1) **Meetings**: The regular meetings of the BBC shall be scheduled for the (day of week and the week(s)) of each month until the Committee votes to hold meetings on any other date or frequency. The BBC is an official body of the Town of Belgrade, therefore a public notice of all meetings shall be required in order to conduct any official business. A one week notice is required for all meetings.
- 2) **Special Meetings**: Special meetings of the BBC may be called by the Chairperson. At least 48 hour written notice of the time, place and the subject of the meeting shall be given to each member of the BBC. A public notice of the special meeting shall meet all statutory requirements.

The Chairperson shall call a special meeting within ten days of receipt of a written request from any four (4) members of the BBC. Such notice shall specify the matters to be considered at such special meeting.

- 3) **Order of Business**: The order of business at all meetings shall be as follows: (a) roll call; determination of a quorum; (c) review of all previous unfinished and pending issues; (d) new business or issues; (e) determination of all new pending or unfinished business issues; (f) adjournment. The order of old

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- business and new business may be taken in reverse order depending on the scheduled, or unscheduled, appearance of non-Committee attendees before the before the Committee.
- 4) **Public Meetings:** All meetings shall be open to the public except executive sessions. No votes shall be taken except in the public portion of the meeting. The BBC shall not hold executive sessions except as permitted by the State of Maine Public Right to Know Law.
 - 5) **Conduct of the Meeting:** All meetings shall be generally an open discussion format. The Chairperson shall be the sole determinate to grant permission to speak and shall also be the sole determinate when to terminate any discussion. As a general rule, Roberts Rule of Order shall prevail in the conduct of any meeting and in any vote that shall be conducted.
 - 6) **Voting:** A quorum shall consist of the majority of the Members in attendance, but a minimum number of three (3) Members must be in attendance for a meeting to be held and constituted to be an official meeting. A tie vote shall be decided by: a call for a second vote on the issue and if still a tie vote exists, the Chairperson will then make the final decision on the issue or outcome of the vote.

All matters will be voted on by a show of hands or by a polling of each member for a yes or no vote.

If a Member has a conflict of interest in any matter, that Member shall not be permitted to vote, and will not count toward the number of Members in attendance for the determination of a quorum.

- 7) **Conflict of Interest:** If a Member believes he/she has a potential conflict of interest in any matter, he/she must so declare the nature of the conflict and fully explain the potential conflict to the Members. Once the conflict has been declared and discussed with the Members, the matter shall be voted on by all the Members not declaring a possible conflict. If a conflict of interest is brought to the attention of the BBC by a nonmember, the issue shall be discussed by the Members present and voted on by the

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Members present who are not a party to the alleged conflict.

- 8) **Attendance:** Due to the importance and sensitivity' of timing of our work, it is expected that all Members shall make their best effort to attend as many of the scheduled meetings as possible. Certainly, being volunteers and each Member having many other outside obligations, missing an occasional meeting is to be expected and will be excused. However, should excessive absenteeism occur, the Members of the BBC shall vote to recommend removal from the BBC to the Belgrade Board of Selectperson any person with excessive absenteeism.
- 9) **Work Assignment Timing:** The nature of the work that the BBC will be undertaking will or may be time sensitive and will require some time commitment beyond the scheduled meeting times. All Members must use all prudent measures to undertake any assigned task in a timely manner.
- 10) **Work Product Results:** All the work that the BSC undertakes, Members shall formulate recommendations from their work, and shall report those recommendations to the Board of Selectpersons of the Town of Belgrade. The BBG shall also communicate its recommendations to all the other interested stakeholders, such as the Belgrade Historical Society, the Belgrade Public Library, Belgrade Rome Food Pantry and, any other organization that may become a party of interest in the proposed Municipal Building Complex. The Town of Belgrade shall post all minutes of the BBC's meetings, all meeting Agenda's and all written recommendations and reports of the BBC on the Town's web site.