

Town of North Yarmouth Committee Policy

Section 1. Purpose

The purpose of this policy is to set forth the duties and responsibilities of the Select Board (Board) in regards to Town boards and committees whether Elected, Appointed, Ad-Hoc or Sub-committees. To establish the process for acquiring committee members, and to ensure that Town boards and committees are active, have set goals and objectives, and are fulfilling to their members.

Section 2. Definition

Committee: Throughout this policy, the term “committee” shall be used interchangeably to mean a board, a commission, a committee or a sub-committee.

Section 3. Committee Duties & Responsibilities

- A) The following committees shall be considered standing and can only be abolished by Charter action: Board of Assessment Review, Budget Committee, Cemetery Commission, Planning Board, Parks Committee, Shellfish Conservation Commission, Economic Development & Sustainability Committee, North Yarmouth School Fund Trustees, and Zoning Board of Appeals.
- B) Any committee not otherwise mentioned in paragraph A shall be considered ad hoc.
- 1) Ad hoc committees serve at the pleasure of the Board and their positions on matters formally submitted to the Board are advisory in nature.
 - 2) Ad hoc committees shall have a wide latitude to execute their charge but must seek Board guidance in situations that warrant it. Committees shall work with the Select Board and or Town Manager in cases that have significant public impact and guidance is requested.
 - 3) Each ad hoc committee shall remain in existence for a maximum of one (1) year; however, the Board may extend their establishment of any ad hoc committee for additional terms. Each such term shall be up to one (1) year as necessary. Ad hoc terms shall coincide with the Town’s fiscal year and begin on July 1st and expire on June 30th of each year.
 - 4) Exception: The Wescustogo Hall Committee derived from the 1997 agreement is subject to the stipulations delineated within that agreement. There shall be five (5) members, three (3) citizens (staggered terms) and two (2) Select Board members; terms are three (3) years; Select Board member’s terms must be active to serve.
- C) Committees of three (3) or more members shall elect from their membership a chairperson and a secretary at its first regular meeting.
- 1) The Chair or his/her designee shall have the following responsibilities:
 - a. Serve as the official spokesperson of the Committee;
 - b. Preside over all meetings of the committee to maintain order and determine the course of proceedings;
 - c. Establish the schedule and agendas of the Committee; and

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- d. Ensure that the Select Board Chairperson is regularly apprised of the committee's activities.
 - 2) Each Secretary shall keep a record of the committee's meetings, discussions, and decisions.
 - 3) Committees shall be responsible for consulting with the Select Board on any proposed significant changes in the committee's objectives, financial requests, or defined project plans to ensure activities correspond with the desires of the Board and are in the best interest of the Town.
 - 4) All meetings shall be held in a regular open public session at a Town facility or remotely per each committee's adopted Remote Participation Policy with proper notification as required by Maine State Statute.
 - 5) No matters of decision shall take place electronically via email, text, landline, cell phone or by social media.
 - 6) Committee members shall follow the Town's Communications & Social Media Policy adopted July 21, 2015.
- E) In addition to the duties and responsibilities set forth by the Town's Charter or by State law, including the Freedom of Access Act (FOAA), each committee shall prepare an annual report. The report shall be due to the Town Clerk following the conclusion of each fiscal year and contain information relating to the activities of said year.
 - F) Committees shall be responsible for providing records and maintaining communications with the Town to include agendas, minutes, financial, website and other information.
 - G) Agendas shall be posted and or received by the Town Manager or his/her designee no later than 48 hours prior to the meeting.
 - H) Minutes shall be approved at the subsequent committee meeting and then posted and or provided to the Town Manager or his/her designee within 48 hours.

Section 4. Board Duties and Responsibilities

- A) The Board shall annually at the beginning of each fiscal year meet with each committee to review their past and present activities. At this time the Board will review the charge of the committee for modifications and may prioritize the goals and objectives for the committee.
- B) The Board shall make appointments to committees from time to time in such numbers as they deem appropriate. In the case of elected positions described in Article IV of the Town's Charter, the Board shall have the authority to appoint members to otherwise elected committee positions in the event of removal, disability, or resignation and in the event no qualified candidate is elected on a secret ballot. Such appointments shall be for the unexpired term of such position.
- C) The Board may, at its discretion, create or eliminate any or all ad hoc committees.

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- D) The Town Manager or his/her designee is responsible for communicating the various committees, memberships and their charges to the community.

Section 5. Qualifications & Appointment Process

- A) All interested individuals shall submit a town committee volunteer application to the town manager for review by the Board. The application includes a short bio, their qualifications and why they are interested.
- B) The committee chairperson of a committee an applicant is applying for, after the interview process, may submit to the town manager or select board chairperson their recommendations on appointments.
- C) The select board is responsible for establishing its own process for appointing individuals to various boards and committees. The select board has the authority to use its discretion when appointing individuals to ad-hoc and charter committees that do not conflict with the charter or state law.
- D) The select board, when appointing individuals to quasi-judicial bodies that require specific expertise in state and local laws, may require further information than what is required from other applicants. This may include information that is confidential in nature such as specific qualifications and references that show that the applicant is able to perform the duties outlined in the charter and state statute.

Section 6. Membership

- A) It is the responsibility of the Town Manager or his/her designee to maintain a listing of all Town committees, their members, and the member contact information.
- (B) The Board has the authority when establishing an ad-hoc committee, to set the numbers of members and their respective terms in accordance with the Town Charter and applicable State laws.

Section 7. Code of Conduct

- A) A member of the Committee in his or her relations with fellow committee members, should:
 - 1) Not make statements or promises of how he or she will vote on matters that will come before the Committee and or Select Board.
 - 2) Make decisions only after all facts on a question have been presented and discussed.
 - 3) Refrain from communicating the position of the Committee unless the full Committee has previously agreed on both the position and the language of the statement conveying the position.

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- 4) Refrain from expressing personal opinions “as a member” following a committee vote or following the Select Board’s decision on the matter.
- 5) Treat with respect the rights of all members of the Committee despite differences of opinion.
- 6) Treat all staff as professionals that respect the abilities, experience, and dignity of each individual.
- 7) Insure that all requests for staff support go through the Town Manager’s office.

Section 8. Broadcasting Committee & Board Meetings

- A. Broadcasting committee meetings shall be upon request and room and staff availability. The request should be made to the Select Board Liaison one month prior to the scheduled meeting. For the purpose of this section, committees mean the following, Parks Committee, Economic Development and Sustainability, Joint Standing Committee, Waste Reduction Committee, School Fund Committee, and Open Space and Planning Committee.

Section 9. Appointment & Oath Forms

- A) Only members of the standing committees designated in section 3A shall be required to sign appointment & oath forms.

Select Board



Amy Haile, Chairperson



Andrea Berry, Vice Chairperson



Karl Cyr

Paul Hodgetts

Katherine Maloney

ADOPTED: September 3, 2013
AMENDED: September 6, 2016
AMENDED: September 19, 2017
AMENDED: April 2, 2024