

HANCOCK COUNTY MEETING & AGENDA POLICY

Public Proceedings Definition. The legislature finds and declares that public proceedings exist to aid in the conduct of the people's business. It is the intent of the Legislature that clandestine meetings, or conferences or meetings held on private property without proper notice and ample opportunity for attendance by the public, not be used to defeat the purpose of M.R.S.A. Title 1, section 401.

Purpose. The purpose of the Hancock County Meeting & Agenda policy is to comply with M.S.R.A. Title 1, section 401 and to provide the Commissioners and Department Heads with a clear and decisive meeting and agenda management tool.

Responsibilities. It is the responsibility of the Hancock County Commissioners to ensure that the public is notified of all meetings in ample time for attendance. To enhance the public's interest and encourage participation, the public notice shall include a list of specific agenda items. It is further the responsibility of the commissioners to set the regular order by which departments will be heard during meetings, with consideration given to those having special requests.

It is the responsibility of the County Clerk to compile input from the Department Heads and/or the Public into one agenda and to ensure that the County is in compliance with the requirements of M.R.S.A. Title 1, Section 406, which states "notice shall be given in ample time to allow public attendance and shall be disseminated in a manner reasonably calculated to notify the general public in the jurisdiction served by the body or agency concerned. In the event of an emergency meeting, local representatives of the media shall be notified of the meeting, whenever practical, the notification to include time and location, by the same or faster means used to notify the members of the agency conducting the public proceeding."

It is the responsibility of the Department Heads and/or the Public to submit agenda items for timely inclusion on the agenda and adhere to the guidelines stated in this policy.

AGENDA PROCEDURES

(A) Regular Meetings:

1. The county clerk will send a memorandum to each department head requesting agenda items at least 7 days prior to a regular commissioners meeting.
2. Department heads and/or the Public having business to conduct with the commissioners shall notify the county clerk of the nature of that business in the form of an agenda item by the date requested by the clerk.
3. Department heads and/or the Public shall provide the commissioners and county clerk, either by mail, fax or email with a brief narrative outlining the issues of each agenda item.
4. A department head suspecting that a portion of his or her business may be conducted in executive session, shall notify the county clerk. The clerk, upon conferring with the chairperson, will schedule that department head's agenda items with this in mind.
5. The county clerk will compile a final agenda for all scheduled commissioners' meetings.
6. Upon approval of the agenda by the chairperson, the county clerk will post the meeting agenda outside the clerk's office, outside the commissioners' meeting room, on the county website, e-mail the agenda to municipal clerks, fax copies to the media and place a hard copy in departmental mail boxes.
7. If a department head discovers additional items requiring discussion; the county clerk should be notified immediately.
8. The county clerk, upon notification of an added item, will advise the chairperson of the addition and will make appropriate annotations to the published agenda. Department

heads who discover, at the last minute, that there are additional items to be discussed will request approval of the commissioners to add these items to the agenda, either in person or by proxy, at the start of the meeting. The Public is welcome to request approval of the commissioners to add items that are related to county business under the Adjustments to the Agenda section at the beginning of the meeting.

9. If a department head is not in attendance within 10 minutes of the time his/her agenda items are to be heard, the county clerk shall notify the department head that his/her attendance may be required, while waiting for the department head to arrive, the chairperson may suggest moving forward to the next section of the agenda.
10. If, during the commissioners meetings, agenda items are discussed that involve another department head who is not present, the county clerk shall attempt to notify that department head. The commissioners should consider delaying discussion until the department head is able to appear.

(B) Special Meetings: Regular meetings rules apply to all special meetings.

1. The clerk will promptly notify each department head and local newspapers of all special meetings as soon as feasible.
2. Special meetings will be confined to the specific business for which they are called.

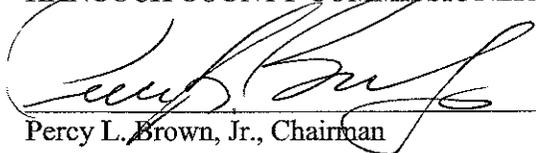
MEETING DECORUM

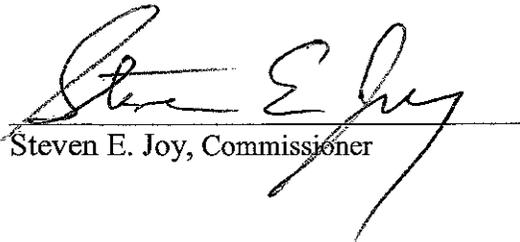
(A) Meeting decorum:

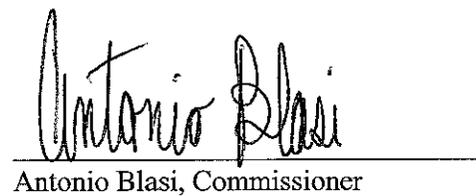
1. The agenda dictates the flow of the meeting, unless modified by the county commissioners.
2. The chairperson is responsible for controlling discussions by designating speakers.
3. Attendees will conduct themselves in a professional and courteous manner.
4. The Public is welcome to comment on any agenda item with the exception of executive sessions, which are held in closed session and are not recorded.

HANCOCK COUNTY COMMISSIONERS

APPROVED: November 5, 2013


Percy L. Brown, Jr., Chairman


Steven E. Joy, Commissioner


Antonio Blasi, Commissioner