

Committee / Board Standards

Purpose:

To communicate the expectations of each Appointed Committee/Board member.

Standards:

- (1) **Attendance:** Attend meetings of Appointed Committee/Board
 - Absence with notification to Chairman prior to meeting is acceptable.
 - Absence of 4 regularly scheduled meetings consecutively could lead to removal.
 - Absence due to other circumstances, may be an excused absence, for example, medical reasons is acceptable for extended period of time (up to 12 weeks), but this absence is not limited to this. Military recall, family illness, may be treated as excused absences. Request and reason must be submitted and approved prior to absence.
- (2) **Behavior:** At all times members will act in a professional manner to the public and Committee/Board
- (3) **Public Behavior:** No inappropriate, offensive, interruptive or repetitive comments from the public will be allowed by a Municipal Board or Committee. If a person is disruptive they will be asked to sit down. If behavior continues they will be asked to leave. The Chairperson will enforce this.
- (4) **State Laws/ Local Ordinances:** All members of committees and boards are responsible for faithfully carrying out their duties and obligations under local and state law.
- (5) **Freedom of Access Act:** At no time will a member of a committee or board conduct business that is in violation of Maine's "Freedom of Access Act."

Accountability:

All Board/Committee members will perform their duties in a professional manner. Failure to properly enforce State and local standards could lead to removal from the board or committee. Blatant disregard of obligations under State and Local Law signifies "just cause" and the appointed member may be removed. Elected officials would be sanctioned

Scope:

This applies to all Board/Committee members in order to maximize efficiency and not put undue burden upon other members. This is also intended to protect all Committee/Board members from harassment.

Goal:

To keep communication open concerning potential absences, potential issues and/or conflicts. Also, to make each person's experience in volunteering as enjoyable as possible while assisting the Town of Otisfield in conducting business.

I have read the above policy and agree to abide by the standards set by the Board of Selectmen.

Signature

Printed Name

Date

Approved 01/18/06