

TOWN OF WHITEFIELD

Committees Policy

1. Creation of a Committee

Committees can be created by the Select Board for any subject the Board deems necessary. The Select Board will determine the number of members for each committee. Committee members will be appointed by the Board and must take the oath of office (sworn in) prior to having a vote on their committee.

Upon creation of a committee and prior to appointing its members, the Board will create a charge for said committee. All Committees shall comply with all ordinances and policies adopted by the Select Board and the town of Whitefield.

2. Committee Meetings

After the appointment of its members, the Select Board will set up the first meeting of each committee created. The Chair of the Select Board will call this meeting to order, open nominations for the committee chair and proceed to elect the chair. The Committee Chair will then hold elections for a Vice Chair and Secretary. The committee will then determine meeting dates and times.

In Maine State Statutes, a public proceeding is defined as “the transaction of any function” by “any board, committee, agency or authority of any county, municipality, school district or any other regional or other political or administrative subdivision”. Public proceedings, except where exempted, must be “open to the public”.

All boards and committees created by the Select Board will conduct their meetings in a public space that does not serve alcohol (IE the Central Fire Station, town office or school). Exceptions are for on-site visits such as roads, cemeteries, buildings etc.

3. Meeting Notifications

All meetings are to be publicly announced and posted. The Town Office maintains a calendar of committee meetings and available times for the Central Fire Station. Committee chairs are required to set their meeting dates on the town calendar.

All committee chairs should prepare an agenda and forward to the Town Office for notification to the public. Following the committee meeting, all approved minutes will be forwarded to the Town Office for public notification.

4. Disbandment of Committees

Any committee will be considered disbanded when all conditions of their charge have been met. The Select Board may, at any time, disband any committee it has created for any reason the Board deems necessary.

5. Finance

There is no operating budget or compensation for any committee the Select Board creates. If a need arises for financing for a particular project, the chair of that committee will report to the Select Board and describe the need for funding. The board will then call for a motion on the expenditure. If approved, the board will then determine the appropriate budget line for the expenditure.

Dated: _____

Lester Sheaffer, Chair

William McKeen, Co-Chair

Charlene Donahue

Lise A. Hanners

Keith Sanborn

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