

BOARD OF SELECTMEN
Procedures for Establishing Policies and Procedures

Adoption of new policies or changing existing policies regarding general town government is a responsibility of the Board of Selectmen.

A policy adoption/amendment may be initiated by a member of the Board or the Town Manager by requesting that the proposed policy be placed on the agenda of a regular meeting of the Board. The individual initiating the discussion shall provide the Board with a written draft of the proposed policy for distribution to the Selectmen.

The Board may schedule any hearing or meetings it deems necessary for discussion. The Board may distribute a draft for comment to appropriate officials and shall notify of the discussion any Town boards, committees, or employees who may be affected by the policy. Unless otherwise voted by the Board, the Board shall not vote on a policy at the same meeting at which it is first introduced. A vote by three of the Board's five members shall be required for the adoption of a new or amended Board policy. A new or revised policy adopted by the Board shall take effect immediately, and shall be carried out until it is rescinded or amended.

The Town Manager's Office shall be responsible for the maintenance of all policies and procedures, for incorporating new and amended policies, and for ensuring that copies of the Board's policies and procedures are distributed to newly elected Board members. Copies of the Policy Manual shall be made available to the public at the Town Manager's Office and on the Town web site.

This policy was enacted by the Board of Selectmen by vote at its regularly scheduled meeting on March 20, 2017 duly posted and noticed.