



Town of Castine SELECTBOARD MEETING PROCEDURES POLICY

Elected by the citizens of Castine to perform the Town's business, the Castine Selectboard typically meets the first and third Mondays of each month at 4PM in publicized, open meetings for up to one hour in length. *Special Meetings, Public Hearings and Work Sessions* are scheduled as needed. The Board recognizes and welcomes public comments on municipal issues. Procedures described below allow time for both Town business and public participation:

1. Selectboard meetings are open to the public and are held in the meeting room of Emerson Hall. Agendas are finalized by the Chair for posting. The Board provides an opportunity for public input during the *Public Comment* section of the agenda. Agenda items are the work outline for the Board; the public does not have a right to comment during the discussion of these items, unless called upon by the Chair.
2. An organization or private individual may request an agenda item for discussion in writing detailing the subject for consideration to be submitted by 11AM on Thursday prior to a Selectboard scheduled Work Session. Written requests should be emailed to SBagendarequests@castine.me.us. Once a request is received the Selectboard, reserves the right to review, research, and consult with the Town Manager, Town Office staff and whomever else, as needed, before potentially placing the item on a future meeting agenda.
3. If a citizen wishes to speak at a meeting, they must wait until the Chair has opened the floor to *Public Comments*. When recognized, they must stand, state their name for the record, the agenda item, and nature of their business.
4. All comments must be addressed to the Chair. Questions may not be asked of individual Board members. The Chair may answer a question asked only if information is readily available. Should a question that is asked need further legal research, discussion, or the answer is not readily available, the question will be noted and reviewed during a future meeting.
5. Written materials, charts or other documentation submitted to the Board require at least six (6) copies for the Chair to distribute.
6. The Board will not entertain *Public Comments* about specific individuals. Such matters should be referred to the appropriate administrator(s) and/or person(s).
7. The Chair has the right to set a time limit (maximum 3 minutes per speaker) for *Public Comments* to facilitate participation by all. Speakers should be prepared to state their business in a brief and concise manner, so all have the opportunity to speak at least once on an issue.

8. During a *Public Hearing*, only the subject matter of the hearing can be discussed. Any other matters must be addressed during open forum.

9. *Work Sessions*, may be scheduled for the purpose of discussion, evaluation and research of future agenda items. Members of the public are invited to attend for observation but will not be allowed to participate. This meeting is for Selectboard work purposes only.

10. Comments should be courteous. Personal remarks or accusatory comments will always be considered out of order and will be ruled as such. Any person(s) who disrupts a Board meeting may be required to leave. Profanity, disorderly language and/or gestures at meetings are prohibited.

11. During Board debate and discussion, the public shall not disturb the proceedings by whispering, talking and/or using cellphones. If this occurs, the Chair may interrupt the speaker and ask the public in attendance to show courtesy for the speaker.

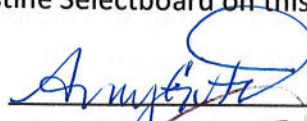
The Castine Selectboard welcomes the community's cooperation, participation, values input and will continue to facilitate public involvement:

- Meeting agendas are posted on the municipal bulletin board; Town's website calendar (www.castine.me.us) and available at the Town Office.
- Meetings are streamed on the Town's YouTube channel (<https://www.youtube.com/@townofcastine>) unless technical difficulties prevent it. Copies of approved minutes can be requested at the Town Office and are posted on the Town's website.
- Meetings are held in the main floor meeting room of Emerson Hall, with ample room for public attendance; T/G Mtgs often alternate monthly between Emerson Hall and MMA campus.
- Municipal Boards & Committees Policy on file and adopted on October 7, 2024, which outlines membership, attendance, meetings, minutes, correspondence, remote meetings & public participation/decorum; Remote Participation Policy on file and adopted on July 6, 2021, which outlines how remote meetings should be conducted for members of a board/committee as well as the public attending.

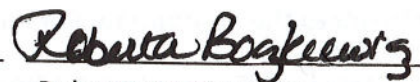
This policy will remain in effect until further notice or until an amendment is needed and was adopted and signed by the Castine Selectboard on this 17th day of November 2025.



Dan Leader

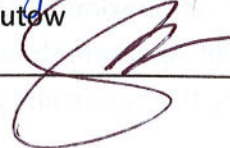


Amy Gutow



Roberta Boczkiewicz

Attested this 17th day of November by:



Susan M Macomber,
Castine Town Clerk