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**Town Of Limerick**  
55 Washington Street  
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## **Town of Limerick, Maine** **Select Board Meeting Agenda Policy**

### **Purpose of Agenda Policy:**

The purpose of this policy is to establish procedure guidelines for establishing the agenda for the weekly Select Board meeting. This includes timing of receiving input for the agenda contents.

The Select Board Chair is responsible for monitoring and maintaining the contents of the Select Board Agenda for the Monday night Select Board meetings. Preparation of the agenda may be delegated at the discretion of the Chair, but the Chair remains responsible for the content.

Suggestions from citizens to include an agenda topic must be received by the Wednesday preceding the Select Board meeting. This will allow time to research and review topics to be included on the agenda. Requests for department heads to make presentations may be received up until Select Board meeting times. Select Board members may request a topic for inclusion up until meeting times.

In the event of an unexpected issue/topic, the Select Board Chair may add a topic to the agenda at any time. The agenda will be forwarded to the Select Board members for review before the weekly meeting. A draft of the agenda will be sent to the web site administrator by Friday noon to be posted on the Limerick town website.

By implementing this policy, the Select Board members feel that they will be able to provide the community with relevant and transparent information

**Adopted: August 17, 2020**      **Revised: July 6, 2022**

### **Limerick Board of Select Board**




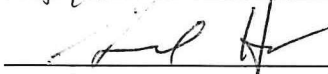

**John Medici, Chair**

**Wade Andrews, Vice Chair**

**Katie Proctor**

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