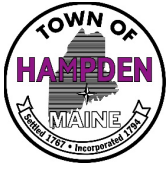




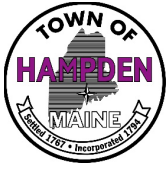
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<p>ARTICLE 1 – Chair/Vice Chair</p>	<p>Section 1.1 - At the commencement of the Calendar year, and pursuant to Section 204 of the Town Charter, the town’s attorney shall preside over the Town Council’s election of one of its members as Chair for the ensuing year. The Chair shall preside over all meetings of the Council at which he or she is present.</p>
	<p>Section 1.2 - After the election, the Chair shall preside over the election of Vice Chair. The Vice Chair shall serve as the presiding officer at Council Workshop meetings, at any meeting at which the Chair is absent, and shall assume all duties of the Chair until the Chair is present. In the absence of the Vice Chair, the Chair shall appoint, in advance, another Councilor to chair the meeting.</p>
	<p>Section 1.3 - The Chair/Vice Chair shall recognize any Councilor who wishes to speak, shall state all motions that are before the assembly, rule on questions of parliamentary procedure and carry out all duties incumbent upon him under the laws of the State, the Town Charter, Town Ordinances, and the Rules of Procedure.</p>
<p>ARTICLE 2 - Council</p>	<p>Section 2.1 - The Town Council shall only act by ordinance, order, or resolve. All ordinances, orders, and resolves shall be confined to one subject, which shall be clearly expressed in the title. All orders and resolves shall be dated, numbered, and signed by the Town Clerk and the Town Councilors will receive a copy. No action of the Council shall be binding or valid unless adopted by the majority vote of those present.</p>
	<p>Section 2.2 - In all motions of command, the form of expression shall be ‘ordered’ and in all motions concerning principles, facts, or purposes, the form shall be ‘resolved’.</p>
	<p>Section 2.3 - All Town Councilors shall participate in the Maine Municipal Association’s Elected Officials Course within 120 days of being sworn in as a Town Councilor. Documentation of that training shall be filed with the Town Clerk.</p>
	<p>Section 2.4 - A new councilor orientation packet shall be provided to all Councilors at the time they are sworn in and they shall sign and date receipt of the orientation packet which will also be recorded in the minutes of the next Council meeting.</p>
<p>ARTICLE 3 – Agenda</p>	<p>Section 3.1- Town Council meetings shall be guided by a written agenda in the following order.</p> <ul style="list-style-type: none"> (a) Pledge of Allegiance (b) Approval of Agenda (c) Consent agenda <ul style="list-style-type: none"> (i) Signatures (ii) Council Minutes (iii) Communications (d) Public Comments (e) Policy Agenda



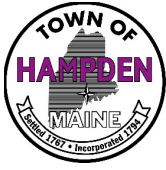
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	<ul style="list-style-type: none"> (i) News, Presentations and Awards (ii) Public Hearings (iii) Nominations, Appointments, Elections (f) Unfinished Business (g) New Business - No new business will be acted on at its first reading and will be automatically tabled except by a majority vote of Council to suspend this rule. (h) Manager's Report (i) Councilor Comments (j) Adjournment <p>Section 3.2 - Any subject may be placed on the agenda for a council meeting by a council member, the town manager or at the request of any citizen. Any subject presented by a citizen must be received at the town office at least four business days prior to the council meeting. The name of the Councilor or other person(s) or group requesting an item on the agenda will be indicated on the agenda as part of the requested item.</p> <p>Section 3.3 - The agenda shall be prepared and posted to the town website at least two business days prior to a scheduled council meeting.</p> <p>Section 3.4 - An item may be added to the agenda prior to the Approval of Agenda by unanimous consent of all Councilors present.</p> <p>Section 3.5 - Any item on the Consent Agenda can be set aside for discussion at the request of any Councilor, prior to a motion on the remainder of the Consent Agenda.</p> <p>Section 3.6 - Any agenda item may be taken up out of order by consent of a majority of Councilors present.</p> <p>Section 3.7 - Workshops, special meetings, and ad hoc meetings as defined under Article 4, shall be guided by a written agenda in the following order.</p> <ul style="list-style-type: none"> (a) Call to order (b) Topic(s) of the meeting (c) Adjournment
<p>ARTICLE 4 - Meetings</p>	<p>Section 4.1 - The first and third Mondays of each month are designated as regular Council meetings (open to the public and televised) with the provision that a unanimous vote of the Councilors present would cancel or reschedule a meeting. Whenever a meeting falls on a legal holiday, such meeting will take place the following day except upon unanimous vote of the Councilors present to cancel or reschedule the meeting.</p>



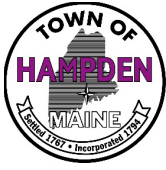
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	<p>Section 4.2 - The second and fourth Monday of each month are designated as workshop sessions (open to the public and televised) and are chaired by the Vice Chair (or Chair designee).</p> <p style="padding-left: 40px;">(a) A workshop meeting is devoted exclusively to a matter(s) in which the interchange of information is deemed essential and may involve reports and proposals from council members, committees and staff that might be considered at later Town Council meetings.</p> <p style="padding-left: 40px;">(b) The Town Council may give guidance to the Town Manager and to staff at workshop meetings, but no decisions may be made that require formal voting.</p> <p style="padding-left: 40px;">(c) Workshop discussion requires no formal motion as it is intended to promote interaction and the building of ideas and consensus without debate.</p> <p style="padding-left: 40px;">(d) The workshop meeting held on the fourth Monday is primarily devoted to matters involving planning, economic development and infrastructure. Section 4.3 – Attendance by Council at workshops is optional but will be counted toward attendance for those Councilors who are present</p> <p>Section 4.4– The Chair may call the Council together for a special meeting (open to the public and televised). The agenda for a special meeting shall be posted at the Post Office, Town Office, Town Sign Board, and on the Town website, no less than 72 hours in advance of the meeting (unless an emergency meeting is needed for the purpose of dealing with an unanticipated Town emergency, in which case posting shall be to all normal posting locations and via email to local print media as soon as it is identified that a meeting will be held).</p> <p>Section 4.5 – The Chair may convene an ad hoc committee (meetings open to the public) as required to address a specific issue. An ad hoc committee exists in an advisory capacity to Council and therefore has no decision making authority; will be approved by a majority vote of Council; will be limited to a specific charge; will exist for a specified period of time; and will have defined reporting/deliverable obligations as set forth by the Council.</p>
<p>ARTICLE 5 – Meeting Decorum</p>	<p>Section 5.1 - As a matter of courtesy, conduct for all Council members shall be as follows.</p> <p style="padding-left: 40px;">(a) All cell phones shall be silenced during Council and Committee meetings;</p> <p style="padding-left: 40px;">(b) Councilors and staff shall refrain from texting or emailing during all Council or Committee meetings;</p> <p style="padding-left: 40px;">(c) cell phone use, texting and email should be done during breaks in meetings.</p>



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	<p>Section 5.2 - In all cases where the parliamentary proceedings are not determined by these rules of procedure, "Roberts Rules of Order" shall be taken as authority to decide the course of proceedings.</p>
	<p>Section 5.3 - When any Councilor is about to speak, they shall respectfully address the Chair, confine themselves to the question under debate, and avoid personalities. No member speaking shall be interrupted by another but by a call to order.</p>
	<p>Section 5.4 - When any Councilor speaks to staff, consultants, or to members of the public who are in attendance, they shall do so in a respectful and professional manner, shall confine themselves to the question under debate, and avoid conduct unbecoming an elected representative of the Town.</p>
	<p>Section 5.5 - No business can be conducted without a quorum (representing the number personally present and not the number voting) defined as a simple majority of the Council (4). Consideration may be given to 'table' important or controversial issues when only a simple majority is present.</p>
	<p>Section 5.6 - No vote can be taken without a motion on the floor. Votes will be by roll call and of the form:</p> <ul style="list-style-type: none"> (a) all in favor; (b) all opposed; (c) those present. (In accepting public office, Councilors enter into a civic covenant with the electorate to participate in all proceedings unless otherwise disqualified from doing so. If a Councilor intends to vote present because of conflict of interest, bias, or other disqualification, the declaration will be made before debate begins, the Councilor will be excused from the dais, may not participate in debate, and the action will be binding on that motion.) <p>The Chair will announce the outcome and voting results.</p>
	<p>Section 5.7 - These rules cannot be dispensed with or suspended if any member of the council shall object. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.</p>
	<p>Section 5.8 - Council meetings shall not extend beyond 10 p.m. without a unanimous vote of the Town Council.</p>
	<p>Section 5.9 - The Councilor Comment section of the agenda is reserved for any Council member to discuss matters not previously mentioned on the agenda. No official Council action can be taken during this portion of the meeting.</p>
<p>ARTICLE 6 - Motions</p>	<p>Section 6.1 - "Rule of motion before discussion" - Until a motion is made and seconded, no discussion is in order. The Chair</p>



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	<p>should refuse a motion that is out of order or conflicts with statute, ordinance, laws or bylaws.</p>
	<p>Section 6.2 - The member who made the motion is entitled to speak first in debate. Then members are called on in the order in which they are recognized by the Chair, although members who have not spoken yet get preference over those who have. When possible, the Chair alternates between someone in favor and someone against the motion.</p>
	<p>Section 6.3 - The following motions do not require a second:</p> <ul style="list-style-type: none"> (a) nominations; (b) point of information; (c) point of order; (d) question of privilege; or (e) leave to withdraw a motion
	<p>Section 6.4 - The following motions are non-debatable:</p> <ul style="list-style-type: none"> (a) adjourn; (b) lay on the table; (c) filling in the blank; (d) point of information; (e) point of order; (f) question of privilege; or (g) leave to withdraw a motion
	<p>Section 6.5 - When a motion is under debate, the only motions that the Chair shall entertain will be:</p> <ul style="list-style-type: none"> (a) to adjourn; (b) to lay on the table; (c) the previous question; (d) to postpone debate/action on the motion to a certain date; (e) to refer the motion to a committee or administrative official; (f) to amend the motion, or (g) to postpone debate/action on the motion indefinitely. <p>Motions shall have precedence in order in which they are introduced.</p>
	<p>Section 6.6 - Once a vote is decided it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall not be reconsidered.</p>



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Rules of Procedure:

Adopted: January 22, 2020

Amended: October 4, 2021

Amended: July 18, 2022

Amended: November 21, 2022
