

Town of Raymond – Municipal Meetings Policy

Adopted 10/8/2019

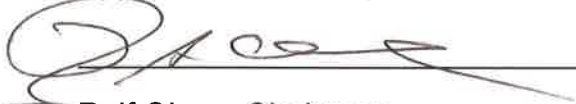
Purpose

- To standardize municipal meeting rules for all Boards, Committees, and Commissions of the Town of Raymond.

Policies

- **Meeting Operating Rules** – All Boards, Committees, and Commissions of the Town of Raymond will operate meetings in accordance with *Robert's Rules of Order Newly Revised* most recent edition, with the understanding that there may be Town Ordinances, State Statutes, or Federal Laws that will allow or dictate a different procedure (ie: super majority or unanimous votes on certain items, etc.).
- **Meeting Minutes** – (previously a separate policy, approved on December 19, 2006, and amended May 13, 2014 and October 8, 2019) The electronic recordings of the meetings are the official records of those meetings (when available) and any written records/minutes are supplemental to the electronic recordings unless they are the only record. The electronic recordings will be available online within 3 business days of the meeting on the Town Website at www.raymondmaine.org or will be found on YouTube. Reference: *Robert's Rules of Order Newly Revised* most recent edition §48 Minutes and Reports of Officers.

Approved this 8th day of October, 2019, by the Raymond Select Board:



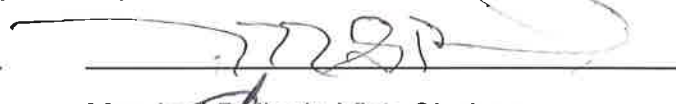
Rolf Olsen, Chairman




Teresa Sadak, Parliamentarian



Lawrence Taylor



Marshall Bullock, Vice Chairman



Samuel Gifford