

**TOWN OF CAPE ELIZABETH
MEETING AGENDA**

MEETING: Appointments Committee
DATE: Wednesday, November 2, 2016
TIME: 4:45 p.m.
PLACE: Jordan Conference Room, Town Hall

Welcome

Public Comment

August 3, 2016 Meeting

Councilor Grennon, Garvin and Lennon met on August 3 to discuss logistics for the September 19 citizen roundtable event. Included on the agenda was the following board and committee update, see below excerpt. In preparing the agenda the town clerk included this item in error. Councilors Grennon and Garvin also serve on the appointments committee. The item was not placed on the agenda in an attempt to circumvent the appointments process.

Recommended motion to fill the Thomas Memorial Library Committee vacancy during the annual appointments process for a term to begin 1/1/2017 – 12/31/2019.

Board and Committee Update

Thomas Memorial Library

Ken Piper resigned July 7th for a term to expire 12/31/2016. It is recommended the appointments committee consider advertising and interviewing for the vacancy with the upcoming annual appointments process.

Firing Range

The revised boards and committees ordinance includes a revised composition of the firing range committee. The town council will be discussing the shooting range ordinance at an upcoming workshop. It is recommended that the appointments committee wait until after the workshop to determine the timing for advertising and interviews. If possible the committee will be advertised with the annual appointments process.

Interviews for Annual Appointments Process

Appointments Committee Agenda November 2, 2016

Next Meeting

Due to the lack of the number of applicants, November 3 is canceled.

Interviews will be held on Wednesday, November 16 beginning at 5:00 p.m. in the Jordan Conference Room at Town Hall.

Public Comment

Adjournment

Public Participation

The intent of this policy is to allow for public participation by interested parties and to provide for orderly committee deliberation.

Speaking on topics on the regular meeting agenda

After the public comment period has been opened, any person wishing to address the Appointments Committee shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the Appointments Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the Appointments Committee members present. The time for public comments is limited to 15 minutes per agenda item. This time may be extended by a majority vote of the Appointments Committee members present. The chair may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the Appointments Committee has begun its deliberations on an item, no person shall be permitted to address the Appointments Committee on such item.

Speaking on topics not on the regular Appointments Committee meeting agenda

Persons wishing to address the Appointments Committee on an issue or concern local in nature, not appearing on the agenda, may do so at a regular Appointments Committee meeting during any public comment period. Any person wishing to address the Appointments Committee shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address or name and local affiliation. Comments in each comment period shall be limited to three minutes per person and 15 minutes total; however, the time may be extended by a majority vote of the Appointments Committee members present.

Decorum

Persons present at Appointments Committee meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Appointments Committee meetings may only address the Appointments Committee after being recognized by the chair.

