

**TOWN OF CAPE ELIZABETH
MEETING NOTICE**

Meeting of: Future Open Space Planning Committee (FOSP)
Date: Thursday, March 24, 2011
Time: 7:00 p.m.
Place: Jordan Conference Room, Town Hall

Please bring your calendar to the meeting

AGENDA

1. **Introductions**
2. **Welcome.** Remarks from David Sherman, Town Council Chair
 - Committee Charge from Town Council
 - Town Council Communication Policy
 - Right-to-Know Law
3. **Election of Chair.** The committee should also designate a secretary for the meeting and may want to agree to have the secretary duties rotate to each member of the committee.
4. **Conduct of meetings.**
 - Future meeting schedule
 - Public participation
 - Decision-making
 - Attendance
 - Meeting packages (paperless?)
5. **Next Steps/agenda for next meeting**

6. **Adjourn**

cc: Michael McGovern
Town Council Chair

Public Participation at Meetings

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 FOSP 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 FOSP Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the FOSP 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 FOSP 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 FOSP Committee has begun its deliberations on an item, no person shall be permitted to address the FOSP Committee on such item.

Decorum

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