

**TOWN OF CAPE ELIZABETH
MEETING NOTICE**

MEETING: Senior Citizens Advisory Commission
DATE: Thursday, April 10, 2014
TIME: **9:00 a.m. - 11:00 a.m.**
PLACE: **Jordan Conference Room**, Town Hall

AGENDA

1. **Introductions** – Jessica Sullivan, Town Council Chair
2. **Election of Chair.** The committee will need to nominate and elect a chair to run committee meetings. The committee should also designate a secretary, and may agree to have secretary duties rotate among committee members.
3. **Right to Know Law/Town Council Communication Strategy/Public Participation Plan.**
4. **Review of Committee Charge.** [See attached charge.](#)
5. **Meeting Schedule.** Committee members should bring their calendars and be prepared to schedule future meetings.
6. **Public Comment.**
7. **Next Meeting.**

Public Participation Procedures

Public Participation at Senior Citizen Advisory Commission 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 Senior Citizen Advisory Commission meeting agenda

After the public comment period has been opened, any person wishing to address the Senior Citizen Advisory Commission 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 Senior Citizen Advisory Commission. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the Senior Citizen Advisory Commission 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 Senior Citizen Advisory Commission 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 Senior Citizen Advisory Commission has begun its deliberations on an item, no person shall be permitted to address the Senior Citizen Advisory Commission on such item.

Speaking on topics not on the regular Senior Citizen Advisory Commission meeting agenda

Persons wishing to address the Senior Citizen Advisory Commission on an issue or concern local in nature, not appearing on the agenda, may do so at a regular Senior Citizen Advisory Commission meeting during any public comment period. Any person wishing to address the Senior Citizen Advisory Commission 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 Senior Citizen Advisory Commission members present.

Decorum

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

Approved as Amended January 6, 2014

Senior Citizens Advisory Commission

There is hereby created the Cape Elizabeth Senior Citizens Advisory Commission. The Commission shall consist of up to seven (7) citizens nominated by the appointments committee and approved by the town council. The town council chairman will appoint a liaison to the commission and the town manager will appoint a staff liaison.

The commission shall advise the town council on issues facing the over 60 population of the community. They shall provide regular updates to the council and shall prepare a written report to be submitted by December 31, 2014 providing observations and recommendations for consideration by the council. Within the report, the commission shall recommend whether or not a continuing senior citizens advisory commission shall be appointed for succeeding years.

The committee will have no budget but any minor miscellaneous expenses shall be provided through existing appropriations.