

**TOWN OF CAPE ELIZABETH
MEETING NOTICE**

MEETING: Town Center Plan Committee
DATE: Monday, May 20, 2013
TIME: 7:00 p.m.
PLACE: **Jordan Conference Room**, Town Hall

AGENDA

1. **Introductions** - Jim Walsh, 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.**

Ordinance Committee Public Participation Procedures

Public Participation at Ordinance Committee 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 Ordinance Committee meeting agenda

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

Speaking on topics not on the regular Ordinance Committee meeting agenda

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

Decorum

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