

**TOWN OF CAPE ELIZABETH
MEETING NOTICE
AGENDA**

MEETING: Appointments Committee
DATE: Wednesday, August 12, 2015
TIME: 5:00 p.m.
PLACE: Jordan Conference Room, Town Hall

Welcome

Public Comment

Community Event

The appointments committee will review the logistics for the community event to be held on September 17.

- Name of the Event
- Location – CEMS Cafetorium. What is the preferred set up?
Audience style or tables?
- Refreshments
- Note taking – what method will be used to display citizen's ideas?
e.g. flip chart
- Agenda
- Notice to public – how does the committee provide public notice of the event? Should there be a written paragraph summarizing the purpose and projected outcome from the event?

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.