

**TOWN OF CAPE ELIZABETH
MEETING NOTICE
AGENDA**

MEETING: Town Council Subcommittee
DATE: Wednesday, September 21, 2016
TIME: 4:00 p.m.
PLACE: Jordan Conference Room, Town Hall

Welcome

Public Comment

Review of Minutes –

May 16, 2016
August 3, 2016

Community Roundtable

The outreach subcommittee will review the community roundtable event held on September 19.

Next Steps

Review feedback and suggestions for next year's 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 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 committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the 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 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 committee has begun its deliberations on an item, no person shall be permitted to address the committee on such item.

Speaking on topics not on the meeting agenda

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

Decorum

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