

# MEETING AGENDA

Androscoggin County Commissioners  
2<sup>nd</sup> Floor Conference Room  
May 1<sup>st</sup>, 2019  
5:15 p.m.



**I. Call Meeting to Order** Time: \_\_\_\_\_

**II. Pledge of Allegiance**

**III. Roll Call** Commissioners Absent: \_\_\_\_\_

**IV. Accept and Approve with a Waiver of Reading the Minutes**

A*	Meeting Dates: April 17 <sup>th</sup> , 2019	
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**V. Review and Approval of all Bills, Part-Time Deputies Payroll**

A*	Warrants # 1921, 1922	
B*	Corrections Warrants # 1919J, 1920J	

**VI. Reports**

A	M.C.C.A.	
B	Central/Western Maine Workforce Board	
C	Facilities, Information Technology	
D	Administrator's Report	

**VII. Comments from the Public** Notes:

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**VIII. New Business** Notes:

A*	Fixed Asset Management Policy	
B*	Fraud Practice Policy	
C*	Credit Card Use Policy	
D*	Set Budget Committee Caucuses	
E*	By-Laws Amendment-1 <sup>st</sup> Reading	

**IX. Discussion Items (Commissioners Only)**

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**X. Future Agenda Items (Commissioners Only)**

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**XI. Executive Session**

A	Pursuant to Title 1 M.R.S.A. Section 405(6) Subsection (D)	
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**XII. Adjourn** Time: \_\_\_\_\_

## **Basic Motions by Robert's Rules**

### **Types of Motions**

**Main motion** - A motion made and seconded to initiate discussion (limited amount of discussion may be allowed at the discretion of the Chairman prior to a motion).

**Friendly amendments** - Editorial changes allowed if nobody objects. Any member may object and deny such request.

**Amend the motion** - Amendments are used to modify a motion. An amendment can itself be amended. If it fails, the previous motion comes back up for consideration.

**Substitute motion** - Proposed alternative action to the main motion. If a substitute motion passes, it does away with the prior motions. If it fails, the previous motion comes back up for consideration.

**Call the question** - A motion to end debate and vote on the motion at hand. If seconded and passed, the main motion is then voted on. If no second or fails, discussion continues. (The Chair can choose to end debate.)

**Motion to table** - Non-debatable. If seconded, discussion ends and must be voted on immediately. A subsequent motion to take from the table is required to reopen discussion.

### **Methods of Voting**

- **Adopt by consensus:** If there is no opposition or only one or two opposed
- **Voice vote:** Ayes vs. nays
- **Show of hands:** Keep hands raised until Chair and staff have completed counting
- **Roll call vote:** Only used if requested by a voting member
- **Secret ballot:** Only used to elect Chair and Vice-Chair

### **Section 29. Member Excused from Voting (Androscoggin County By-Laws)**

Every member of the Board present when a question is put shall vote unless the member is precluded from participation therein because of interest or the appearance of interest or unless he or she is otherwise prohibited by law from participation or unless the member has been absent or has otherwise not had the opportunity to obtain and review sufficient information on the matter to enable the member to cast a properly informed vote.

- a. Any member abstaining on grounds of interest or the appearance of interest must do so at the commencement of deliberations on the item under discussion and shall not participate in said deliberations or vote on such item.
- b. Any member abstaining as permitted hereunder shall clearly state such intent, the reason for such abstention and the legal or factual basis therefore prior to the commencement of deliberations on such item.

### **Section 32. Motion for Referral (Androscoggin County By-Laws)**

A motion for referral to a committee or administrative official, until it is decided, shall preclude all amendments to the main question.

### **Executive Session**

Topics discussed in executive session are those within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable to county government are:

- A. Discussion of personnel issues
- B. Discussion or consideration by a school board of suspension or expulsion
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of information would prejudice the competitive or bargaining position of the body
- D. Labor contracts
- E. Contemplated litigation
- F. Discussions of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute;
- G. Discussion or approval of the content of examinations administered by a body or agency for licensing, permitting or employment purposes; consultation between a body or agency and any entity that provides examination services to that body or agency regarding the content of an examination; and review of examinations with the person examined; and
- H. Consultations between municipal officers and a code enforcement officer representing the municipality pursuant to Title 30-A, section 4452, subsection 1, paragraph in the prosecution of an enforcement matter pending in District Court when the consultation relates to that pending enforcement matter.