



## **Proposed Procedures & Policies & Regulations for Select Board**

Applies to:	<i>All Proposed Policies, Procedures, Regulations</i>
Select Board Original Adoption:	<u>August 16, 2016</u>
Amended on:	
Last Reviewed by Select Board:	September 12, 2017

### **POLICY STATEMENT**

1. **REVIEW PERIOD.** All policies and regulations before the Select Board shall be placed on file for 10 days before any discussion or action shall be taken. This time period is meant to allow departments, public, and Board to sufficiently review each policy and regulation for inconsistencies and concerns.
2. **ACCESS TO POLICES/REGULATIONS.** During the review period, a copy of all new policy shall be made available in the Town Clerk's Office and on the Town's website.
3. **OFFICIAL ACCEPTANCE POLICES/REGULATIONS.** Once the review period has ended, the Select Board may vote to amend the proposed policy/regulation or approve as written.
4. **ANNUAL RATIFICATION.** All Select Board policies and regulations shall be annually reviewed and amended as necessary during the first quarter of the fiscal year (July-September).
5. **ENTIRETY.** Any policies and regulations that are not included on the annual ratification and are not approved during the fiscal year by the Select Board and attached to the official file of polices/regulations in the Select Board office, shall not be considered Official Approved Select Board Polices/Regulations.