

## MEETINGS

### *48 Attachment 1*

#### **Town of Lee**

#### **Formal Rules of Order for Town Meeting**

**[Adopted 9-23-1993 STM by Art. 7]**

1. Written motions. Any motion shall be in writing if requested by the Moderator.
2. Dividing a question. Any question may be divided on call of a member when the issue will lend itself to such a division.
3. Motions during debate. When a question is under debate, the Moderator shall receive no motion but to adjourn, to dismiss, to move the previous question, to postpone to a day certain, to commit or to amend.
4. Limits on speaking. No person shall speak more than five minutes at any one time or more than twice on the same subject without leave of the Meeting, except to raise a point of order.
5. Voting on amendments relating to members. When two or more questions are made with regard to the same subject relating to sums of money, numbers or times, the question shall first be put on the largest sum or number and the longest time.
6. Voice votes and standing votes. All votes, unless otherwise provided for by law, shall in the first instance be taken by "aye" and "no" voice vote. If the Moderator is in doubt as to the voice vote or if any member questions the voice vote, the vote shall be taken by standing vote.
7. Reconsideration. A vote may be reconsidered only on the motion of a member who did not vote with the minority. When a motion for reconsideration is decided, that decision shall not be reconsidered. No question shall be reconsidered more than once.
8. Motions to dissolve and to adjourn. A motion to dissolve shall be debatable, but a motion to adjourn to a day certain shall not be debatable.
9. Requirement to act on all articles. No motion to dissolve a Town Meeting shall be in order until every article in the warrant has been acted upon.
10. Attendance at meetings. Representatives have an obligation to attend Town Meetings on a regular basis. Attendance will be strictly monitored and published in the Town's Annual Report.
11. Accountability on voting. All members will be required to complete and submit to the Town Clerk at the completion of each Town Meeting a questionnaire showing how they voted on each warrant article. The questionnaire will become a public record and will be available for review, upon request, in the Town Clerk's office for a period of one year following each meeting.

## LEE CODE

12. Organization of Town Meeting. Within 45 days of the general election, the Town Clerk shall call a meeting of district representatives. At this meeting each district shall elect a Chairperson and Clerk from among its membership. The District Chairpersons shall in turn elect a general Chairperson to represent the Town Meeting.
13. Conflicts of interest. Town Meeting representatives should be aware of the potential for a perceived conflict of interest in voting on some issues. Each representative will fill out a declaration of interest form which will include the representative's place of employment, position and affiliations, to disclose possible conflicts.
14. District meetings. Each District Chairperson must convene a district meeting within seven days of any Town Meeting for the purpose of discussing the warrant.