



## City of Portland Ad Hoc Committee Agenda

Location, Date, etc.

1. Call the Meeting to Order

a. You are invited to a Zoom webinar.

You are invited to a Zoom webinar.

When: Oct 25, 2021 03:00 PM Eastern Time (US and Canada)

Topic: Charter Commission Departments Committee

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82198786110?pwd=ZnZZNFhLMzRyU2VVbWhjQmNabFNZZz09>

Passcode: 093720

Or One tap mobile :

US: +13017158592,,82198786110#,,,,\*093720# or

+13126266799,,82198786110#,,,,\*093720#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 720 707 2699

Webinar ID: 821 9878 6110

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International numbers available: <https://us06web.zoom.us/j/82198786110?pwd=ZnZZNFhLMzRyU2VVbWhjQmNabFNZZz09>

2. Elect Chair , Vice Chair , Secretary

a. i Elect officers and decide whether to take detailed notes and minutes, or just bare-bone minutes.

ii NB: Maine's Freedom of Access Act requires that a record be kept of public meetings. 13 MRS subsection 403. The "record" must include the date, time and place of the proceeding, the members present, and all motions and votes taken. An audio or video or electronic recording satisfies the record requirement. See a copy of the relevant law in the packet materials.

3. Determine Workflow, Meeting Lengths, and other Logistical Matters

a. i Decide which issues to study first, how, and when;

ii Decide the length of each meeting;

iii Establish a timeline for accomplishing the committee's work.

4. New Business

5. Adjournment

## **§403. Meetings to be open to public; record of meetings**

**1. Proceedings open to public.** Except as otherwise provided by statute or by [section 405](#), all public proceedings must be open to the public and any person must be permitted to attend a public proceeding.

[PL 2011, c. 320, Pt. C, §1 (NEW).]

**2. Record of public proceedings.** Unless otherwise provided by law, a record of each public proceeding for which notice is required under [section 406](#) must be made within a reasonable period of time after the proceeding and must be open to public inspection. At a minimum, the record must include:

A. The date, time and place of the public proceeding; [PL 2011, c. 320, Pt. C, §1 (NEW).]

B. The members of the body holding the public proceeding recorded as either present or absent; and [PL 2011, c. 320, Pt. C, §1 (NEW).]

C. All motions and votes taken, by individual member, if there is a roll call. [PL 2011, c. 320, Pt. C, §1 (NEW).]

[PL 2011, c. 320, Pt. C, §1 (NEW).]

**3. Audio or video recording.** An audio, video or other electronic recording of a public proceeding satisfies the requirements of subsection 2.

[PL 2011, c. 320, Pt. C, §1 (NEW).]

**4. Maintenance of record.** Record management requirements and retention schedules adopted under [Title 5, chapter 6](#) apply to records required under this section.

[PL 2011, c. 320, Pt. C, §1 (NEW).]

**5. Validity of action.** The validity of any action taken in a public proceeding is not affected by the failure to make or maintain a record as required by this section.

[PL 2011, c. 320, Pt. C, §1 (NEW).]

**6. Advisory bodies exempt from record requirements.** Subsection 2 does not apply to advisory bodies that make recommendations but have no decision-making authority.

[PL 2011, c. 320, Pt. C, §1 (NEW).]

### SECTION HISTORY

PL 1969, c. 293 (AMD). PL 1975, c. 422, §1 (AMD). PL 1975, c. 758 (RPR). PL 2009, c. 240, §1 (AMD). PL 2011, c. 320, Pt. C, §1 (RPR).