

TOWN OF WESTMINSTER

BOARD OF SELECTMEN ADMINISTRATIVE POLICY FOR ESTABLISHING POLICIES AND PROCEDURES

Purpose

This policy defines the process by which the Westminster Board of Selectmen shall adopt policies and procedures. The Board recognizes that a system of policies and procedures is necessary to help direct the decisions and actions of the Board and to ensure effectiveness, consistency, and efficiency in administering the business of the Town of Westminster.

Procedures

- A request for adoption of a policy may be initiated by a member of the Board of Selectmen, the Town Administrator, a Town employee, any town board, or any town citizen.
- A written draft of the proposed policy shall be provided to the Board of Selectmen for consideration at a duly posted meeting of the Board.
- Unless otherwise voted by the Board, the Board of Selectmen shall not vote on a policy at the same meeting at which it is first introduced.
- The Board of Selectmen may discuss the proposed policy immediately, or schedule discussion for a future meeting. The Board may schedule any meetings deemed necessary to discuss the policy and may distribute a draft for comment to appropriate officials and/or employees.
- A majority vote shall be required for the adoption or amendment of a Board of Selectmen policy.
- Unless otherwise voted, a new or revised policy shall take effect immediately upon adoption and shall remain in effect until amended or rescinded.
- The Town Administrator shall be responsible for implementation of all Board of Selectmen policies and procedures.

Adopted by Board of Selectmen: February 27, 2012