

## MUNICIPAL ELECTIONS

Municipal elections are held each year on the first Tuesday, following the first Monday, in November. On this day, no less than two council seats will be open. The Town Council consists of seven members who each serve three-year terms.

Nomination papers to run for office are available at the Town Clerk's office in August. A candidate must collect at least 25 but not more than 100 signatures of voters registered in the Town of Lincoln in order to have their name placed on the ballot.

Each councilor must be a registered voter in the Town and is elected at large. The entire Council represents all residents in Lincoln. Council members elect their Council Chairman and Vice Chairman each November during the organizational meeting...

For more information about the Council or Parliamentary Procedure, please contact Town Clerk,  
Shelly J. Crosby

Phone: 207-794-3372

Fax: 207-794-2606

E-mail: [townclerk@lincolnmaine.org](mailto:townclerk@lincolnmaine.org)

## Town Council Agendas / Minutes are kept on the Town Website.

2013-2014

### TOWN COUNCIL MEMBERS

**Stephen Clay, Council Chair**

**Curt Ring, Council Vice Chair**

**Marscella Ireland**

**Samuel Clay**

**David Whalen**

**Christopher Stevens**

**Deirdra "Dede" Trask**

The Council meets the second Monday of every month at 7:00 PM. Special meetings may be held at other times with proper notice.

*All written correspondence for the Town Council should be mailed to the Town Office for distribution.*

# Welcome

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***A Citizen's Guide for  
attending a meeting of  
the Town Council***

Town of Lincoln  
[www.lincolnmaine.org](http://www.lincolnmaine.org)

63 Main Street  
Lincoln, ME 04457

# RULES OF ORDER - *Who's Robert, anyway?*

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The Town Council is elected by the citizens of Lincoln to perform the people's business. The Council recognizes the value of public comment on municipal issues. To permit fair and orderly expression of such comment, the procedures described in this brochure shall be followed to ensure that the Council has time to conduct its business in a professional and timely manner.

All Town Council meetings are open to the public for observation. The Council provides an opportunity for public input during Open Forum and public hearings. **All other proceedings are for the Council only and the public does not have a right to comment during these items.** If a member of the public wishes to speak to an agenda item, the only time to do so is during Open Forum or, if there is a public hearing on the subject, while comments are being allowed.

At no time will the public be allowed to argue, debate or introduce a topic that is not on a Town Council Agenda. Should an organization or private individual wish to have a matter placed on the Town Council agenda, a written request detailing the specifics of the subject shall be submitted to the Town Manager/Council for consideration. Councilors may introduce items during the future agenda items portion of the agenda or in writing.

The following guidelines shall be observed by the public when attending a Town Council meeting.

- If you wish to speak, wait until the Chairman has opened the floor to public comments. When the Chairman has recognized you, stand, state your name for the record, the agenda item and nature of your business.
- All comments and questions must be addressed to the Chairman. Questions may not be asked of individual Councilors, Management or Employees. The Chairman may allow a question to be answered **only if** an answer is easily given. Should the matter need further legal research or discussion, the question will be noted and taken up at a future meeting.
- If you are introducing written materials, charts or other documentation, at least 9 copies shall be given to the Town Clerk for distribution.
- The Council will not entertain public comment about specific individuals. Such matters should be referred to the appropriate administrator or person.
- The Chairman has the right to set a time limit for comments. Be prepared to state your business in a brief and concise manner.

A person shall have one opportunity to speak on an issue.

- During a public hearing, only the subject matter of the public hearing can be discussed. Any other matters must be addressed during Open Forum. Except in an emergency, the Council will not take action on an issue before the Town Manager has had an opportunity to fully research the issue.
- Comments should be courteous. Personal remarks or accusatory comments are always out of order. Any person who disrupts a Council meeting may be required to leave in order to permit the orderly consideration of the matters for which the meeting was called. ***Profanity, disorderly language or gestures at meetings are prohibited.***
- During debate and discussion, the audience shall not disturb the proceedings by whispering, talking or by other distractions. If this occurs, the Chairman may interrupt the speaker and ask that the body quiet down and show courtesy for the speaker.

**Copies of the agenda are available the Thursday prior to the regular meeting at the Town Office and on our website.**