

**Boardsmanship Workshop  
Course Outline  
October/November 2010**

Topic	Subtopics	Resource Materials
<i>Introduction</i>	<ul style="list-style-type: none"> <li>• “Quasi-Judicial” versus “Legislative” Roles</li> </ul>	Board Member Schizophrenia Worksheet
<i>When to Step Down Off of the Board</i>	<ul style="list-style-type: none"> <li>• Conflicts of Interest</li> <li>• Bias</li> <li>• Attendance, Lack of Preparation</li> <li>• Former Positions</li> <li>• Appearance of a Conflict</li> <li>• Gifts</li> <li>• Local Ethics Policy Adopted?</li> <li>• Proper Attitudes?</li> </ul>	MMA Planning Board Manual, p. 16-19, 28. (free download from website) Maine Statutes, 30-A MRSA sec. 2605 APA Ethical Principles, p. 2 (see #3-8, particularly)
<i>The Public’s “Right to Know”</i>	<ul style="list-style-type: none"> <li>• Findings of Fact, Conclusions &amp; Decisions – Why did you approve it?</li> <li>• Minutes, Applications, Drawings, Correspondence</li> <li>• Agendas, Hearings</li> <li>• Other Meetings</li> <li>• Emails</li> <li>• Executive Sessions</li> <li>• Broadcasts, Taping, Recording</li> </ul>	Examples of Findings of Fact - Turner Comeau Case – from Kittery MMA Planning Board Manual, p. 30 ff. Maine Statutes, 1 MRSA sec 401 to 410. MMA Legal Notes on “Email & Right to Know”
<i>Behavior Between Meetings</i>	<ul style="list-style-type: none"> <li>• Ex Parte Communication – means hearing “from one side, only”</li> <li>• Site Visits</li> <li>• Conversations around Town</li> <li>• Calls and Inquiries from the Public</li> <li>• Working with Staff</li> </ul>	MMA Planning Board Manual, p. 15, 26 ff.
<i>Running the Meetings</i>	<ul style="list-style-type: none"> <li>• Fairness to Speakers at Hearings</li> <li>• Standard Procedures for Speaking, Order of Presentations</li> <li>• Public Input Other than Hearings</li> <li>• Time of Meetings, Length</li> <li>• Meeting Locations, Broadcasts</li> <li>• Bylaws, Rules of Procedure</li> </ul>	MMA Planning Board Manual, p. 22-24. Biddeford Planning Board Rules