

**Boardsmanship Workshop
Course Outline
Spring 2008**

| Topic | Subtopics | Resource Materials |
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| <i>Introduction</i> | <ul style="list-style-type: none"> • “Quasi-Judicial” versus “Legislative” Roles | Board Member Schizophrenia Worksheet |
| <i>When to Step Down Off of the Board</i> | <ul style="list-style-type: none"> • Conflicts of Interest • Bias • Attendance, Lack of Preparation • Former Positions • Appearance of a Conflict • Gifts • Local Ethics Policy Adopted? • Proper Attitudes? | 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"> • Findings of Fact, Conclusions & Decisions – Why did you approve it? • Minutes, Applications, Drawings, Correspondence • Agendas, Hearings • Other Meetings • Emails • Executive Sessions • Broadcasts, Taping, Recording | Examples of Findings of Fact – Towns of Turner and Ogunquit, 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"> • Ex Parte Communication – means hearing “from one side, only” • Site Visits • Conversations around Town • Calls and Inquiries from the Public • Working with Staff | MMA Planning Board Manual, p. 15, 26 ff. |
| <i>Running the Meetings</i> | <ul style="list-style-type: none"> • Fairness to Speakers at Hearings • Standard Procedures for Speaking, Order of Presentations • Public Input Other than Hearings • Time of Meetings, Length • Meeting Locations, Broadcasts • Bylaws, Rules of Procedure | MMA Planning Board Manual, p. 22-24. Biddeford Planning Board Rules |