



TOWN OF STERLING BOARD OF SELECTMEN POLICY

Policy No: A-3
Adopted: Dec. 10, 2012

PROCEDURE FOR ESTABLISHING POLICIES AND PROCEDURES

A policy may be initiated by a member of the Board or the Town Administrator by requesting that the Chairman provide for discussion of the proposed policy on the agenda of a regular meeting of the Board. The individual initiating the discussion shall provide the Board with a written draft of the proposed policy for distribution to the Selectmen at least 14 days in advance of the meeting.

The Board may schedule any hearing or meetings it deems necessary for discussion. The Board may distribute a draft for comment to appropriate officials as it deems necessary, and shall notify of the discussion any Town boards, committees, or employees who may be affected by the policy.

A new or revised policy adopted by the Board shall take effect immediately, and shall be carried out until it is rescinded or amended. The Selectmen's Office shall be responsible for the maintenance of all policies and procedures, for incorporating new and amended policies, and for ensuring that copies of the Board's policies and procedures are distributed to newly elected Board members. Copies of the Policy Manual shall be made available to the public at the Selectmen's Office and on the Town web site.