

Town of Orono Ordinances
Chapter 2 - Administration
Article II - Town Council
Sec. 2-26. Regular meetings

Sec. 2-26. Regular meetings.

The ~~regular meeting of the town council shall be held in the council room at 7:00 p.m., current time, on the second Monday of each calendar month. When such day falls on a holiday or on election day, the regular meeting shall be held on the following Monday, at the same time and place.~~ Town Council shall set an Annual Council meeting calendar at the first meeting after Municipal elections in November. The calendar should include at least one Council meeting a month; times and location of meeting(s); avoid town recognized holidays or an election week; and make an effort to follow a consistent pattern of days and times each month. The calendar will not include committees or the budget process. Committees will set their own dates and time and the budget calendar will be proposed in January. After the calendar is set, the date of any regular meeting may be changed by an order ~~or resolve~~ passed at the previous meeting upon the vote of five members of the council, provided, however, that such change in date will still provide for one ~~regular~~ council meeting in each month.

(Code 1981, § 1.2A; Ord. No. 10-119, 6-14-10)

Charter reference(s)—Regular meetings of council, § 1.1.2(l).

Town of Orono Ordinances

Chapter 2 - Administration

Article II - Town Council

Sec. 2-29. Ordinances, orders and resolves; rules of procedure

Sec. 2-29. Ordinances, orders and resolves; rules of procedure.

- (a) The town council shall act only by ordinance, order or resolve. All ordinances, orders and resolves shall be confined to one subject, which shall be clearly expressed in the title.
- (b) All bylaws passed by the town council shall be termed "ordinances" and the enacting style shall be: "Be it ordained by the Town Council of the Town of Orono, Maine, in Town Council assembled"
- (c) In all votes of command by the town council, the form of expression shall be "ordered"; and of opinions, principles, facts or purposes, the form shall be "resolved."
- (d) Every ordinance, order or resolve of the town council shall have a first reading unless the reading is dispensed with by the unanimous vote of those present, in which case reading shall be by title only.
- (e) The yeas and nays shall be taken upon passage of all ordinances and entered upon the record of the proceedings of the town council by the clerk. The yeas and nays shall be taken on the passage of an order or resolve when called for by any member of the town council. Every ordinance, order and resolve shall require, on final passage, the affirmative vote of four members of the town council.
- (f) Effective date. No ordinance shall take effect and be in full force until 30 days from and after it shall have been enacted as required by section 1.1.2L of the Charter. Orders or resolves shall take effect immediately upon passage.
- (g) The town clerk, or a designee approved by the town manager, in consultation with the town manager and chairperson of the town council, shall prepare the agenda for each meeting of the town council. The agenda shall include the items of business that are customary at every meeting, such as roll calls and approvals of the minutes of prior meetings, plus items requested by the chairperson, town manager and any member of the council. The town clerk may also place such items on the agenda as the clerk deems necessary or appropriate under the laws of the state or the ordinances of the town. The town clerk may, in consultation with the town manager and chairperson, group items dealing with routine or administrative matters into a consent agenda portion of the agenda, which consent agenda shall be acted upon in its entirety by the council. Provided, however, that any items on the consent agenda shall be removed therefrom at the request of any councilor or town citizen at the meeting, and any item so removed from the consent agenda shall be considered as a separate item after the council's action on the remainder of the consent agenda. Notwithstanding the provisions of section 2-29(d), the consent agenda need not have a first reading. No ordinance, order or resolve ~~shall be~~ is filed in the office of the town clerk on or before noon of the Thursday prior to any regularly scheduled Monday council meeting ~~the regular meeting held on the second Monday of each month~~, and before noon of the business day next prior to the day of any other meeting. Items may be added to the agenda at any meeting with the unanimous vote of council members present.
- (h) Duties of chairperson and vice-chairperson.
 - (1) The town council shall elect a chairperson and vice-chairperson. The vice-chairperson is designated to fulfill the duties of the chairperson in the chairperson's absence.

- (2) The chairperson shall take the chair at the time appointed for the meeting, call the members to order, cause the roll to be called, and a quorum being present, cause the minutes of the preceding meeting to be read and proceed to business.
- (3) The chairperson shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions of order subject to an appeal to the council by motion regularly seconded, and no other business shall be in order until the question on appeal is decided.
- (4) The chairperson shall declare all votes, but if any member doubts a vote, the chairperson shall cause a recount of the members voting in the affirmative and in the negative without debate.
- (5) When a question is under debate, the chairperson shall receive no motion but to adjourn, or for the previous question, or to lay on the table, or to postpone to a day certain, or to refer to a committee or some administrative official, or to amend, or to postpone indefinitely; which several motions shall have precedence in the order in which they stand arranged.
 - (i) Motion to adjourn. The chairperson shall consider a motion to adjourn as always in order, except on immediate repetition; and that motion, and the motion to lay on the table, or to take from the table, shall be decided without debate.
 - (j) When a vote is passed, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next stated meeting, but not afterwards; and when a motion [f]or reconsideration is decided, that vote shall not be reconsidered.
 - (k) Upon the motion for the previous question being made and seconded, the chairperson shall put the question in the following form: "Shall the main question be suspended until the motion for the previous question shall be decided." After the adoption of such motion for the previous question by a majority vote, the sense of the council shall be forthwith taken upon all pending amendments, and then upon the main question.
 - (l) No debate shall be allowed on a motion for the previous question. Neither is it susceptible to amendment. All questions of order arising incidentally thereon must be decided without discussion, whether appeal be had from the chair or not.
 - (m) When a member of the council is about to speak, they shall respectfully address the chairperson, confine themselves to the question under debate, and avoid personalities.
 - (n) No member of the council speaking shall be interrupted by another, but by a call to order or to correct a mistake.
 - (o) When any member of the council shall be guilty of a breach of any of the rules or orders of the council, they may, on motion, be requested to make satisfaction therefor and shall not be allowed to vote, or speak, except by way of excuse, until they have done so.
 - (p) Every member of the council present when a question is put shall give their vote unless the council, for special reasons, shall excuse them. Application to be so excused must be made before the council is divided, or before the calling of the yeas and nays, and decided without debate.
 - (q) Every motion of the council shall be reduced to writing, if the chairperson shall so direct.
 - (r) Any member of the council may require the division of a question when the sense will admit it.
 - (s) A motion for referral to a committee or administrative official, until it is decided, shall preclude all amendments of the main question.
 - (t) All questions relating to priority of business to be acted upon shall be decided without debate.

- (u) The rules shall not be dispensed with or suspended unless five of the members of the council consent thereto. No rule or order shall be amended or repealed without notice, in writing, being given at the preceding meeting.
- (v) Any person wishing to address the town council will be given an opportunity to do so in accordance with the following procedure:
 - (1) A public comment period shall be offered at the beginning of each regular town council meeting prior to the start of meeting business, usually after approval of the minutes. Members of the public may offer public comment on any topic that is not on the agenda. The chairperson may limit the total length of this public comment period as well as the amount of time individuals are allowed to speak.
 - (2) Persons wishing to address the council on an item which appears on the agenda shall wait until the chairperson announces the consideration of such item and opens the floor for questions and comments from the public, at which time they may address the council on that particular item. However, once the council has begun its deliberations on an item, no person shall be permitted to address the council on such item unless specifically invited by the chairperson, and any person desiring to further address the council on such item must wait to do so until all items on the agenda have been completed.
 - (3) Persons wishing to address the council on an item not appearing on the agenda shall do so only during the public comment periods offered at the beginning of the meeting and after disposition of all items appearing on the agenda.
 - (4) Any person wishing to address the council shall signify their desire by raising their hand and when recognized by the chairperson, such person shall thereupon request permission to address the council, giving their name and address and then designating the subject matter on which they desire to address the council.
 - (5) Persons present at council meetings are requested not to applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting.

(Code 1981, § 1.2D—CC; Ord. No. 97-133, 8-6-97; Ord. No. 22-141, 7-11-22, eff. 8-10-22)

Charter reference(s)—Rules of procedure, § 1.1.2.

Town of Orono Ordinances
Chapter 2 - Administration
Article II - Town Council
Sec. 2-30. Special committees

Sec. 2-30. Special committees.

(a) *Standing committees.* At the commencement of the municipal year, or as soon thereafter as possible, there shall be chosen the following committees, each committee to consist of such members of the council as the town council may designate:

- (1) Finance/~~administration~~ & Operations.
- (2) Community development.
- (3) ~~Operations~~Ordinance Review.
- (4) Nominations, Evaluations, & Council Policies.

The members of the council to serve on the above committees shall be chosen by the council by a majority vote, and the chairperson of the council shall be a voting member of such standing committees to which the chairperson has been appointed.

(b) *Special committees.* The council may also create, by majority vote, special committees, and appoint councilors and/or members of the public to serve on these special committees. The chairman of the council may appoint members of the council and/or citizens of the town to special committees as authorized by the council. No committee shall have the power of executive action unless specifically authorized and shall report back to the council for action on its recommendations or proposals. Council will review the charge of each special committee annually and decide if that committee will continue with changes to its charge, without changes to its charge, or be disbanded.

(Code 1981, § 1.2DD—FF; Ord. No. 93-45, 5-20-93; Ord. No. 10-119, 6-14-10)

Town of Orono Ordinances
Chapter 4 - Alcoholic Beverages
Article II - Special Amusements
Division 2 - Permit
Section 4-46 - Public hearing

Sec. 4-46. Public hearing requirement.

~~The municipal officers shall, prior to granting a special amusement permit and after reasonable notice to the municipality and the applicant, hold a public hearing within 30 days of the date the request for a permit was received, at which the testimony of the applicant and that of any interested members of the public shall be taken.
(Code 1981, § 4.1.2A.6)~~

~~State law reference(s) — Similar provisions, 28-A M.R.S.A. § 1054(4).~~

Initial application and all subsequent renewal applications for a liquor establishment and special amusement license shall be received by the Town Clerk. The municipal officers shall hold a public hearing for any first-time liquor establishment and special amusement applications, or renewals with changes from the previous approval period, to be advertised by publishing notice in a local newspaper at least seven days prior to the meeting. Applicants who are renewing in good standing shall not require a public hearing and may be added to a consent agenda for consideration. The municipal officers do reserve the right to send any application for public hearing and to discuss as an action item in which complaints or concerns have been officially received. Following the review and decision by the Town Council, written notice of a decision shall be provided to the applicant.

(Ord. No. 20-179, § 1, 3-9-21, eff. 4-8-21; Ord. No. 23-244, 12-11-23, eff. 1-10-24)

Town of Orono Ordinances
Chapter 29 - Public Health and Safety
Article II - Victualers
Section 29-35 - License application; renewal; display

Sec. 29-35. License application; renewal; display.

- (a) Application forms for a victualer's license or renewal shall be on a form designed for that purpose by the town. First time Victualer applications, or renewals with changes from the previous approval period shall conduct a public hearing, be advertised by publishing notices in a local newspaper and by posting notices in at least two public places, at least seven days prior to the meeting. The council shall conduct a public hearing on the applications at the next scheduled council meeting, and shall make a decision thereon within 30 days of the public hearing. Applicants who are renewing in good standing shall not require a public hearing and may be added to a consent agenda for consideration. The municipal officers do reserve the right to send any application for public hearing and to discuss as an action item in which complaints or concerns have been officially received. Following review by the Town Council, a written notice of a decision shall be provided to the applicant.
- (b) A new license, when granted, shall be valid for one year and renewed annually in the month in which the license was issued. An establishment shall at all times display its current victualer's license in a place within the establishment where it can be readily viewed by any member of the public.

(Ord. of 4-13-98, § 29-5; Ord. No. 12-228, 12-10-12, eff. 1-9-13)

Town of Orono Ordinances
Chapter 29 - Public Health and Safety
Article III - Marijuana Establishments
Section 29-35 - Licensing classes and authority

Sec. 29-41. Marijuana Licensing classes and authority.

~~The initial application and all subsequent renewal applications for a marijuana establishment license shall be received and processed by the Town Clerk at least fourteen (14) days prior to the next scheduled public hearing date. First time~~ Marijuana establishment applications, or renewals with changes from the previous approval period shall conduct a public hearing and be advertised by publishing notices in a local newspaper ~~and by posting notices in at least two public places~~, at least seven days prior to the ~~town council~~ meeting. Applicants who are renewing in good standing shall not require a public hearing and may be added to a consent agenda for consideration. The municipal officers do reserve the right to send any application for public hearing and to discuss as an action item in which complaints or concerns have been officially received. The Town Council shall conduct a public hearing on the applications at the next scheduled council meeting and shall make a decision thereon within 30 days of the public hearing. Following review by the Town Council, a written notice of a decision shall be provided to the applicant.

(Ord. No. 20-179, § 1, 3-9-21, eff. 4-8-21; Ord. No. 23-244, 12-11-23, eff. 1-10-24)