

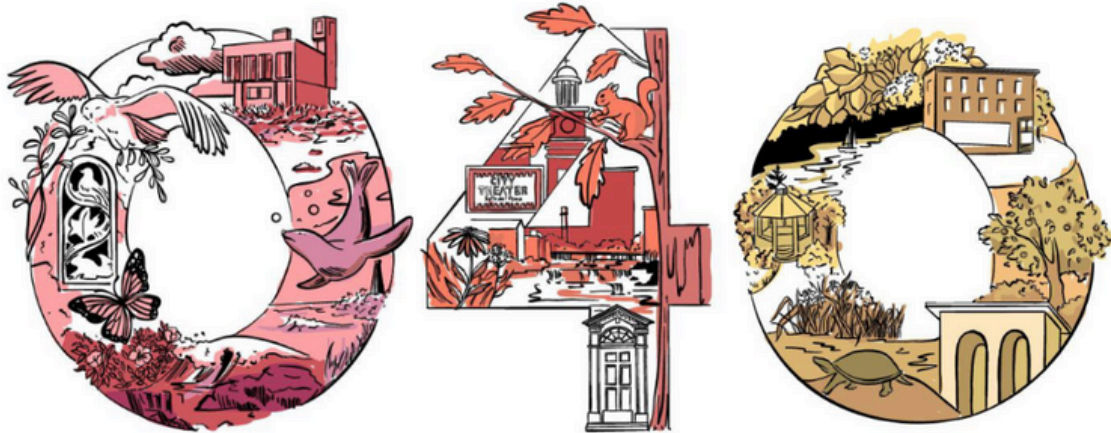


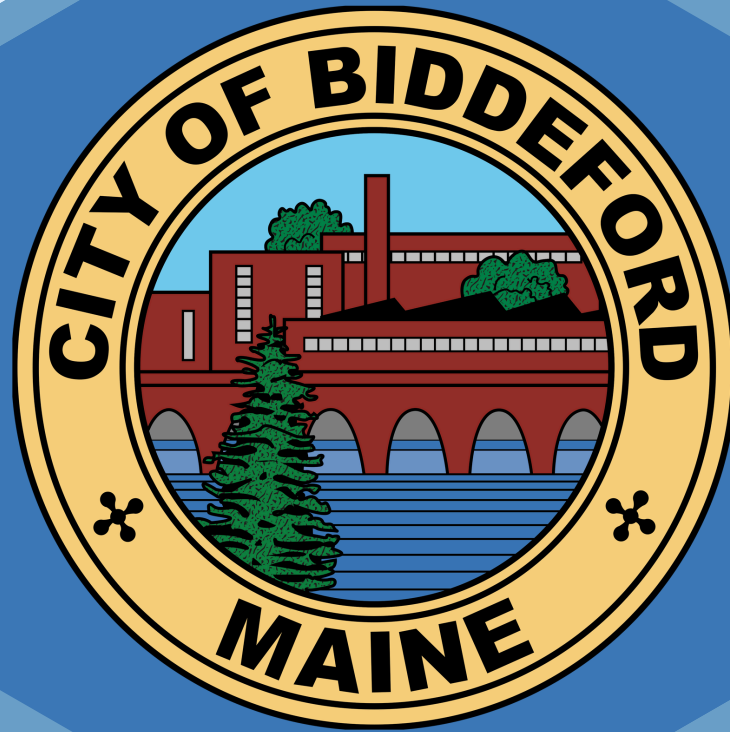
**City of Biddeford**  
**Downtown Development Commission**

August 27, 2025 at 5:30 PM  
City Hall Second Floor Conference Room & Zoom

Join Zoom Meeting Online  
Or call in by phone: +1 312 626 6799  
Meeting ID: 956 1354 5503  
Passcode: 529536

1. Roll Call and Determination of Quorum
2. Continued Discussion
  - 2.a Introductions-Ken Jordan, Anthony Mariello, and Catherine Gilbert
  - 2.b Final Design for the Former CITGO Sign at Five Points Placemaking Project
  - 2.c Public Restrooms made Available
3. New Business
  - 3.a Where to Park your Bike? Bike Racks Conditions.
  - 3.b Committee Participation Guide
4. Adjourn





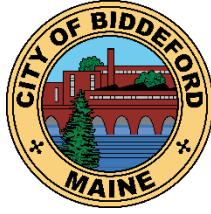
CITY OF BIDDEFORD

# **COMMITTEE PARTICIPATION GUIDE**

UPDATED: JUNE 2025

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Congratulations on your appointment and thank you for volunteering your time for the betterment of the community. The work of the City is made possible thanks to dedicated volunteers like you, and your service and expertise is appreciated and valued.

This guidebook was created to ensure that all volunteers are receiving consistent information, to help guide you through the process of serving on a Board, Committee or Commission, and to facilitate the Committee's ability to work effectively. From here on, the term **Committee** will be used in this document and will refer to Boards and Commissions as well.

In addition to this guidebook, there is a Staff Liaison from the City assigned to each Committee that you should reach out to if you have any questions. Your work plays a critical role in the success of the City.

## Process for Joining a Committee

- Each Committee has a maximum number of available seats. Committee vacancies are listed on the City website. If there is a vacancy on a Committee that you are interested in, you may apply using the online application form or printing a copy of the form and bringing it to City Hall or mailing it to the City Clerk.
- Once an application is completed and submitted, the Mayor reviews it. If approved, the application is placed on an upcoming City Council agenda for confirmation of the Mayor's appointment. The Mayor is the appointing authority for all committee members.
- The applicant will receive by email a notification of the date and time of the expected confirmation as well as instructions on how to access committee communications and information on the Maine Freedom of Access Act. Applicants do not need to attend the confirmation meeting but are invited to do so if they would like.
- Committee members will need to get sworn in and return the completed FOAA form to the City Clerk before the first meeting if possible.

- Each Committee member is appointed for a specific term, or duration of time. You will be informed of the length of your term at the time of your appointment. The month before your term is due to end, you will receive a letter asking if you wish to remain on the Committee. If you do wish to continue, most renewals will be confirmed at the first City Council meeting in the month of January. If you choose to resign prior to the end of your term, please do so in writing via email to both the Staff Liaison as well as the Mayor so that your vacancy may be filled in a timely manner.

### **Maine Freedom of Access Act (FOAA)**

The Maine Freedom of Access Act (FOAA) is a state statute that is intended to ensure that government proceedings are open and transparent to the public. The Freedom of Access Act defines public records as, “any written, printed or graphic matter or any mechanical or electronic data compilation from which information can be obtained, directly or after translation into a form susceptible of visual or aural comprehension, that is in the possession or custody of an agency or public official of this State or any of its political subdivisions, or is in the possession or custody of an association, the membership of which is composed exclusively of one or more of any of these entities, and has been received or prepared for use in connection with the transaction of public or governmental business or contains information relating to the transaction of public or governmental business.” (Title 1, Chapter 13.1 §402)

The Maine Open Meeting law is included in the Maine Freedom of Access Act. The Maine Open Meeting Law establishes the ways in which public meetings are conducted and it applies to all meetings where business that affects the citizens of the state have occurred.

There are additional safeguards in place for unintended or “chance” meetings. These are governed by the Right to Know law. Unintended meetings are illegal under the Right to Know Law unless adequate notice is given and the public is allowed to attend. An unintended meeting occurs when three or more members of a Committee discusses City business in a public or private setting, such as at a store, restaurant, or by telephone or email. Committee members are not legally prevented from meeting socially outside the public arena, but Committee business must not be discussed in these social settings.

As an example, if committee members want to meet to tour a City property or to gather and discuss City business in a non-meeting setting and a quorum will be present, the meeting must be posted.

Substantive discussions or deliberations relative to public business involving three or more members that occur via email, telephone or other electronic technologies are a violation of the Maine Open Meeting Law and are also subject to FOAA. Under the law, there is no distinction between written and electronic records. Any communications between Committee members via phone, email, text message or any other electronic communication method outside of a posted meeting must be limited to non-substantive business such as scheduling or other administrative business only. Replying all to a group email or sending group text messages are ways in which committee members may inadvertently open themselves up to discussions that must take place at public meetings.

## Electronic Communications

There should be no expectation of privacy by City employees or Committee members in their use of electronic communications. All emails relating to your work or participation on a Committee are likely considered public records and therefore subject to public inspection under FOAA.

Email addresses used by Committee members will be added to an email group that will allow members of the public to contact the members of your committee. There is an expectation that emails will be checked at least weekly, and more frequently in the days leading up to a scheduled meeting. Individual email addresses will not be published on the City website, but we cannot guarantee that they will remain private.

Committee members may elect to use either a City email address or personal for Committee business. When you are appointed to a Committee, information will be emailed to you explaining how to request access to a City email address. If you opt to use your personal email address for Committee business, you must always cc **[archive@biddefordmaine.org](mailto:archive@biddefordmaine.org)** when emailing anything related to Committee work. This is *critical* for the City to maintain proper records and to remain compliant with FOAA. Please note that using a personal email does not exempt your personal emails from FOAA requirements or from possible subpoena in the event of City related legal matters relative to Committee business.

## Code of Ethics

All Committee members are bound by the following Code of Ethics.

- (1) Officials shall view service to the City as an opportunity to serve the public, state and nation as the best means to promote the City of Biddeford and its citizens. We are working to make Biddeford the best place to live, work and do business.
- (2) Officials must maintain a courteous tone, especially in reference to any divergence of opinion and shall avoid injecting any personal note into discussions or debate. Officials must never attack or make any allusion to the motives of another official.
- (3) Officials shall remember at all times that they have no legal authority within the City outside the scope of their position, and shall conduct their relationships with the City of Biddeford staff, the local citizenry, and all media communications in recognition of their authority.
- (4) Officials shall not interfere with the daily administration of City business.
- (5) Officials shall listen to all citizens and shall refer all complaints or concerns to the proper authorities.
- (6) Officials shall not criticize City employees publicly, but shall make such comments to the City Manager for investigation and action, if necessary.
- (7) Officials shall make decisions only after all facts bearing on a question have been presented and discussed.
- (8) Officials shall not disclose the confidential business of the City to unauthorized persons.
- (9) No official shall be permitted to vote on any question when their private rights or interests, distinct from public interest, is immediately involved.
- (10) Officials shall take notice of the date and time that meetings at which their attendance is expected are scheduled and shall punctually attend all meetings unless for good cause they are unavailable.

## Harassment Policy

All Committee members are bound by the Sexual and Other Harassment policy outlined in pages 41-43 in the City's Policies & Procedures manual.

## Committee Structure

Each Committee has a Chair. Some Chairs are appointed by the Mayor while others are elected by the members of the Committee. Many Committees also have a Vice Chairperson and a Secretary that are elected by the members of the Committee.

Each Committee will also have an assigned Staff Liaison to help support the work of the Committee. The Staff Liaison may not vote but is available to provide guidance and fulfill requests for information. They are also responsible for posting the agenda on the City website no less than 48 hours before the meeting.

## Meeting Schedules and Attendance

Most Committees have a regular meeting time that is listed with the Committee's information on the City website. Other Committees meet only on an as-needed basis. The Staff Liaison or Committee Chair will provide information on your first meeting date following your appointment.

Committees will not meet on City holidays.

Committee meetings may be cancelled if City Hall is closed due to inclement weather or other emergencies.

Attendance at Committee meetings is expected as a part of your commitment to serve. Some Committees have agreed upon Committee norms that define expectations for attendance.

## Agendas

The Chairperson works with the Staff Liaison to craft the agenda. Before the meeting, the Staff Liaison will have a discussion with the Chair about proposed agenda items.

Members requesting items being placed on the agenda should include a short description of the item and should submit their request to both the Chair and the Staff Liaison. The Chair should consider the following when creating an agenda:

- Consider the order of the items on the agenda.
  - Is the Committee being respectful of people’s time?
- Consider the order of the backup documents.
  - Are the agenda materials easy to follow?
- Consider the title of the agenda items and supporting documents
  - Does the title of the document accurately reflect its contents?
  - Will the title raise red flags unnecessarily?
  - The title of each backup document should include the date first in the following format: YYYYMMDD. This will assist staff with organizing records of meeting materials.
- Copies of the agenda, minutes of the previous meeting, and pertinent information should be provided to the Committee and posted online at least 48 hours before the meeting. The agenda must also be posted on the City Hall bulletin board at least 24 hours before the meeting.
- Every effort should be made to avoid adding new items that will require a vote to the agenda for a meeting after it has been published. If an item must be added, the published agenda must be updated to officially note an “Adjustment to the Agenda” and any supporting materials must be uploaded and published by noon on the day of the meeting. If the item is expected to be particularly controversial, it is strongly recommended that you wait to consider the item at a future meeting. New items may not be taken up for discussion during the meeting if they were not included on the agenda or as an adjustment.
- Any member of a Committee may request that items be placed on the agenda and strong deference should be given to all requests, unless the Chair determines the matter is outside the authority of the Committee.

## Minutes

Minutes must be kept for each public meeting. It should be determined who will take minutes at the beginning of the meeting prior to undertaking any business. Minutes do not have to include every detail of the meeting but must include:

- The date and time of the meeting
- Attendance of the Committee members
- All motions made and who made them
  - The person seconding the motion and the vote of each member, whether the vote is in favor, opposed or the Committee member abstained. If the vote is unanimous, it can be labeled as such and each individual vote does not need to be recorded.

If there is discussion, a short summary of the discussion should be included. An example of how meeting minutes will look is included below.

<b>City of Biddeford</b>
<b><i>Committee Name</i></b>
<b>Date, Location</b>
<p>Status:</p> <ol style="list-style-type: none"> <li>1. Call to Order The Chair called the meeting to order at 6:00pm.</li>   <li>2. Roll Call The following members were present:</li>   <li>3. Approval of the Minutes (if applicable) The Chair called for a motion to approve the minutes. ____ moved the motion. ____ made a motion to second. The motion passes unanimously.</li>   <li>4. Agenda Item (i.e. Diversity Calendar – Events &amp; Celebrations) For Indigenous People’s Day (Oct. 9th) &amp; Native American Heritage Month (November), ____ offered to ask the Mayor if he would be willing to read the Land Acknowledgement that was adopted as part of the comp plan at the next City Council meeting. The group agreed this was a good idea. The Staff Liaison offered to put together some ideas for November events, publications, etc. and another committee member volunteered to support that effort.</li>   <li>5. Agenda Item</li> <li>6. Adjournment The Chair closed the meeting at 7:00pm.</li> </ol>

The minutes from the previous meeting should be included on the agenda of the next meeting for approval. Once minutes are approved, the Staff Liaison will upload them to the City's website for recordkeeping purposes. It is important to keep up with Committee minutes to keep the public informed about Committee activities. With few exceptions, Maine law requires that minutes for all public proceedings be made available to the public within a reasonable period of time after the proceeding.

## Quorum

There must be a quorum, meaning a majority (more than half) of the voting members of the committee size present, to hold a meeting. If it is found before the meeting that less than a quorum is available, the meeting should be cancelled. If the lack of a quorum becomes known as the members are gathering, the attending members should note that no hearing or meeting will be held in the absence of a quorum. A discussion may take place, but no formal voting action may be taken and minutes are still required.

## Meeting Procedures

Decorum and procedures during meetings are to be maintained by the Chairperson. In performing this duty, the Chair will moderate according to the dictates of reason, established by committee practice, and will follow any applicable law. The Vice Chair may run the meeting if the Chair is unavailable.

The Chairperson generally has the right of seconding but not initiating motions.

During discussions, the Chairperson should allow only one member to speak at a time. When a member has the floor, they are not to be interrupted unless they are off topic, in which case the Chair may ask the person to get back on topic or finish speaking.

All members should refrain from using poor, harmful, disrespectful or inappropriate language during meetings.

The Chair, and only the Chair, may recognize someone to speak. This includes Committee members and citizens. A Committee member should not call on

someone in an audience to speak. Everything goes through the Chair. If the Chair does not notice another member or a citizen that wishes to speak, then a member may get the attention of the Chair to bring it to their attention.

The Chair should recognize Committee members and audience members equally, even if they have differing views. Committee members should act in a responsible and professional manner. The Committee should have the opportunity to discuss an agenda item before opening the discussion to the public.

It is important to note that not all agenda items are public hearings and it is the discretion of the Chair to allow public comment.

Differences of opinions should be encouraged as discussion; however, personal attacks should not be tolerated and the Chair has the right to halt debate if personal attacks occur.

## **Roberts Rules of Order**

All meetings should be conducted using Roberts Rules of Order. A short introduction to Roberts Rules is attached to this guide.

It is important to note that in order for a decision made by the Committee to be binding, there must be a motion made to take that action. Another member of the Committee must second that action. After discussion about the motion, there must be a vote of all members. If the item receives a majority vote, it passes.

## **Conflict of Interest**

Committee members should be aware of any actual or perceived conflicts of interest as they relate to the work of the Committee. Examples of conflicts of interest could include if the Committee member or a member of their family would potentially profit from the action of the Committee.

As a Committee member, if you are asked to take an action that you believe would cause a reasonable person to question your work or give the appearance of a conflict of interest, you should disclose the conflict immediately to the Staff Liaison and the Committee Chair prior to any discussion or voting on the issue.

## Criteria for Virtual Participation in Meetings

All Committee meetings are held in a hybrid format to allow members of the public to participate in City business remotely. Committee members are expected to be physically present for meetings unless certain criteria are met. These criteria are outlined by the State of Maine and in the City of Biddeford's Remote Meeting Participation Policy, which is attached to this guide.

If you believe that you meet the criteria to participate remotely in a meeting, you will need to notify the Chair and Staff Liaison in advance.

## Using Zoom to Run Meetings

The Staff Liaison will make Zoom Webinar information available to the public and to Committee members along with the meeting agenda. If you will be participating in a meeting via Zoom, you will need to register for a free Zoom account at [www.zoom.us](http://www.zoom.us) and log into it before joining the call.

Committees use a Zoom webinar, as opposed to a Zoom meeting. This means that Committee members must be made a "Participant" in order to share their audio and video. Members of the public will participate as viewers of the webinar, where they are unable to participate in discussions unless they raise their hand and are called upon. The Staff Liaison will serve as the "host" for the meeting and will inform the Chair when someone on the Zoom call would like to participate.

All votes taken during a remote public meeting will be by roll call vote that can be seen and heard by other members of the meeting body and the public. If an individual member of the Committee is participating remotely in a hybrid meeting, their vote should be stated out loud for the meeting record.

## Social Media Policy

Committee members may not establish any website identity, account, page, profile or site in the name of or on behalf of the City or Committee apart from the City website that is managed by City staff. They also may not use the City of Biddeford logo to represent themselves on a personal social media account.

## Speaking on Behalf of the Committee

Members of a Committee are not authorized to speak on behalf of the full Committee unless they were designated to do so by an act of the Committee that took place at a public meeting. Media inquiries to a Committee should be forwarded to the Staff Liaison to address.

## Televised Meetings

At this time, the following Committee meetings are televised: City Council, School Committee, Planning Board, Finance Committee, Policy Committee, Downtown Committee, Capital Projects/Operations Committee, and Airport Commission.

## Meeting Accessibility

The City will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all City programs, services and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited, understanding the individuals are responsible for their service animal. Additionally, efforts will be made to offer interpretation at meetings for non-English speaking and deaf or hard of hearing residents with at least 48-hour advanced notice. Requests may be made in person in the City Manager's Office at Biddeford City Hall (205 Main St), in writing via email to [contactus@biddefordmaine.org](mailto:contactus@biddefordmaine.org), or by contacting our ADA Coordinator (James Bennett) at 207-284-9313. With notice, the City aims to offer language assistance services and auxiliary aids upon request for informational flyers, plan materials, and other comparable public information tools with the goal of informing and encouraging robust citizen participation in the processes outlined herein. Complaints that a City program, service, or activity is not accessible to persons with disabilities should be directed to ADA Coordinator at the contact information listed above. For a comprehensive list of the City's Compliance and Accessibility Policy, please refer to <https://www.biddefordmaine.org/2561/ADACompliance-Accessibility>.

## Best Practices for Engagement

For additional guidance on best practices for meetings, events, and community engagement efforts by Committees, see Appendix 2.

# Appendix 1: Remote Meeting Participation Policy

## City of Biddeford REMOTE MEETING PARTICIPATION POLICY

### **Purpose:**

Pursuant to 1 M.R.S. § 403-B, a municipality may continue to allow members of its various boards, committees, commissions, including city council, and the public to participate in public meetings by remote methods upon adoption of a written policy. This policy satisfies the legal and administrative requirements needed to allow remote participation.

### **Definitions:**

Hybrid Public Meeting - means a public meeting consisting of a combination of in-person and remote participation, where there must be at least one member of the public meeting body present at the specified meeting location.

Remote Public Meeting – means a public meeting consisting of remote participation by all members of the meeting body and the public by remote methods.

In-Person Meeting – means a public meeting held in-person with no remote two-way participation option(s) for the public or participating members of the public meeting body.

Remote Methods - means telephonic or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability. Public proceedings may not be conducted by text-only means such as e-mail, text messages or chat functions.

Meeting Body - means any of the various City of Biddeford public boards, committees, commissions, including city council.

### **Applicability:**

This policy, as may be amended from time to time, applies to all boards, committees, commissions, including city council (meeting body). Municipal staff and each respective meeting body chairperson or assigned alternate shall ensure compliance with this policy.

Unless otherwise specified, all public meetings of the city meeting bodies shall be conducted as hybrid meetings.

### **Requirements:**

1. All hybrid and remote public meetings must be properly noticed. The notice must include the means by which the public may access the meeting remotely, currently through Zoom, and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend a hybrid meeting in person. Notice timelines and format shall comply with existing meeting body rules or requirements and any applicable charter, ordinance, policy, or bylaw.
2. The public meeting body will make all documents and materials to be considered by the public meeting body available, electronically or otherwise, to the public who attend remotely for hybrid and remote meetings to the same extent customarily available to the public who attend

in person, provided no additional costs are incurred by the City. This requirement shall be satisfied upon publication of agenda materials on the city website and agenda software, currently Granicus.

3. All votes taken during a hybrid or remote public meeting will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the meeting body and the public. A member of the meeting body who participates remotely will be considered present for purposes of a quorum and voting.
4. All meeting body members are expected to be physically present for the public meeting except when being physically present is not practical. Reasons for remote attendance may include:
  - a. An Emergency - the existence of an emergency or urgent issue that requires the entire public meeting body to meet by remote methods;
  - b. Illness, Physical Condition, or Distance - illness, other physical condition or temporary absence from the jurisdiction of the meeting body that causes a member of the meeting body to face significant difficulties traveling to and attending in person;
  - c. Geography of the Public Meeting Body's Influence - with respect to a public meeting body with statewide membership or influence, significant distance a member must travel to be physically present; and
  - d. Geography of the Public Meeting Body's Jurisdiction - The area of the public body's jurisdiction includes geographic characteristics that impede or slow travel, including but not limited to islands not connected by bridges.
5. A determination as to a member of a meeting body's ability to participate remotely shall be made by the meeting body's chairperson or assigned alternate in consultation with the assigned staff representative and/or city manager or assigned alternate.
6. A public body member shall provide notice to the respective chairperson as soon as practical if attendance at a scheduled public meeting is impractical.
7. Public attendance at a proceeding will not be limited solely to remote methods except under the conditions in paragraph 4, subparagraph (a).

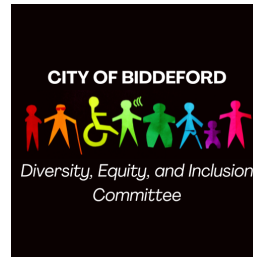
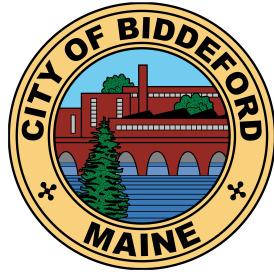
Limitations:

1 M.R.S. § 403-B, does not allow regional school unit budget meetings held pursuant to Title 20-A, section 482-A to be conducted using remote methods.

This policy will remain in force indefinitely unless amended or rescinded.

Adopted by the Biddeford City Council: July 20, 2021 by Order 2021.82

Planning Board Ratification Date: August 4, 2021



### **Best Practices for Promoting Diversity, Equity, and Inclusion in Community Engagement**

*The City of Biddeford aims to create an atmosphere of inclusion and belonging across all areas of our municipal work. While this is an ambitious endeavor indeed, it is also one that can be exemplified by the ways in which we engage with the community. Whether we are hosting events, publishing various communications, soliciting input and feedback, and/or building partnerships across the city, each has the capacity to be designed, implemented, and evaluated through a DEI lens. Thus, we hold this truth at the core of our work: that each resident, business owner, student, and/or visitor of Biddeford, particularly those who have been the most marginalized, does not have to question whether or not they were thought of during the planning process; it will simply be true.*

*While this document is intended to be a guide (and potentially a checklist) for the planning and execution of varied forms of community engagement, we also recognize that language, context, and best practices are constantly evolving and will need updating. We hope that committees and City government will use the following steps and strategies to plan for and navigate circumstances they may not have considered, or those in need of further investigation.*

*If you have questions or would like to discuss this document in more detail, please contact the Diversity, Equity, and Inclusion Coordinator ([shelly.gibson@biddefordmaine.org](mailto:shelly.gibson@biddefordmaine.org)) and/or the Assistant to the City Manager ([danica.lamontagne@biddefordmaine.org](mailto:danica.lamontagne@biddefordmaine.org)).*

#### **Active Engagement**

Do members of the community have meaningful opportunities to be informed and involved in the design, delivery, and evaluation of public programs that affect them?

- Consider how the community can be engaged across the *Spectrum of Public Participation* (Appendix B):
  - *Inform* the public of the issues and initiatives going on in their community
    - Social media campaign; City website; newsletter; press release; presentation; Public Access programming; paid advertising in newspaper

- *Consult* with the public to identify needs, preferences, or provide feedback on actions taken in the community
  - *Our Biddeford* (Appendix C), the City of Biddeford’s online community engagement platform (e.g., surveys, polls); e-mail requests for comment; public hearings; surveys by mail; focus groups; guest speakers
- *Involve* the public in the planning and implementation of the policies, programs, and decisions that affect them
  - *Our Biddeford*, the City of Biddeford’s online community engagement platform (e.g., option analysis, Q&A, mapping); advisory boards
- *Collaborate* with the public on projects and *empower* them to decide on actions taken in the community
  - *Our Biddeford*, the City of Biddeford’s online community engagement platform (e.g., ideas wall, participatory budgeting); partnerships with local organizations; committees; task forces; ballot measures

\*Please refer to the appendix for more information about the *Our Biddeford* platform.

## **Accessibility**

Do members of the community have access to programs and the ability to participate?

- Strive to identify which of the following circumstances might be preventing members of the community from participating, and address/accommodate for each as follows:
  - *Dis/Ability*<sup>1</sup>: Choose locations for events that are accessible to everyone, particularly people with wheelchairs or limited mobility. Include subtitles on recordings, and/or provide for the needs of blind/low vision participants and those who are deaf/hard of hearing.
  - *Language*: Provide translation materials and/or translators for members of the community who are English Language Learners.
  - *Literacy*: Use plain language and concise communication, free of jargon and unexplained abbreviations.
  - *Time*: Host events and programs at different times to accommodate varied life/work schedules, and provide recordings/materials for those who are unable to attend.
  - *Location*: Host events and programs at locations that can be easily accessed by community members on their own or via public transportation.

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<sup>1</sup> Dis/Ability: The word disability, when spelled without the slash, means that the person is identified by their disability, by what they cannot do. When slashed, this reminds people that people are identified by what they can do. (<https://students.wustl.edu/disability-education-self-study-guide>)

- *Technology*: Provide materials or channels for communication that are easy to find and review online. Include assistive technology<sup>2</sup> (Appendix A), as well as offline options for those who are less familiar with technology or do not have internet capabilities.

### ***Accountability***

Are we responding to feedback and maintaining reciprocal and sustainable relationships within the community, even after an event or project has concluded?

- Build trust and credibility by actively listening to those most often excluded or overlooked (i.e. BIPOC, LGBTQ+ folks, people with disabilities, the unhoused community, etc.).
- When soliciting feedback, acknowledge and validate the concerns, and be transparent about existing (and potential) limitations.
- Continuously review data and meet with constituents to remain familiar with who lives and works in the community.
- Ensure that groups who have been historically marginalized were invited, engaged, felt included, and want to continue to participate in the future.
- Report results once a project is complete so people can understand how their feedback was incorporated when making decisions.
- Following community engagement efforts, debrief and evaluate if participation levels met your expectations and consider what can be done to be more inclusive and equitable.

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<sup>2</sup> Assistive technology (AT) is any item, piece of equipment, software program, or product system that is used to increase, maintain, or improve the functional capabilities of persons with disabilities. ([www.atia.org](http://www.atia.org))

## Appendix A



## Appendix B ([www.organizingengagement.org](http://www.organizingengagement.org))

### IAP2 Spectrum of Public Participation



IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

		INCREASING IMPACT ON THE DECISION				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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## Appendix C - Tools Available on *Our Biddeford*

The City's online community engagement platform, *Our Biddeford*, provides a range of tools to gather feedback and involve residents in the decision-making process for local government. If you would like to use *Our Biddeford* for community engagement, you would set up a "project page" related to the item you are working on. Then, you can select from available tools based on what level of [public participation](#) you are looking to promote – whether you would like to *inform, consult, involve, or collaborate with* the public.

An overview of the available tools is included below. Please contact the Communications Department for more information.

- *Inform* – A project can be set up with the goal of simply informing the community about the work you are doing. You can add images, text and attachments to explain what is happening with the project and outline the timeline for the project to be completed. This method is designed for one-way communication needs, so community members can read and learn but they cannot actively participate in making decisions.
- *Consult*
  - Surveys – This platform can integrate traditional surveys from the City's survey tool, Typeform. These surveys are anonymous and the results are not public. Typeform supports most common survey question formats, including multiple choice questions, short answer questions, rankings, and rating tools such as opinion scales.
  - Quick Polling – A quick poll consists of a single yes/no question, (dis)agree statement, or any other multiple-choice question (e.g., "Would you rather spend all funds on the new park, allocate it to the renovation of older parks, or do a mix of both?"). The identity of the respondents is anonymous but the results of the vote are public.
- *Involve*
  - Option Analysis – With option analysis, admins can provide a limited number of options, ideas, or scenarios on which citizens can vote and/or comment (for example, "Which of these park designs is your favorite?"). With this method, the community cannot add their own ideas, scenarios or options, but they can vote for options they like, leave comments on the proposed ideas, and have conversations with other users.
  - Q&A – Residents can submit questions for the project team to respond to. You can also use this tool to provide answers to anticipated "FAQs".
  - Mapping – Residents can share location-specific feedback on a map of the city. This method is particularly useful for planning and mobility projects. For

example, users could be asked to show on a map where they think new crosswalks should be added.

- *Collaborate*

- Ideation / Ideas Wall – The City provides a prompt, and users are able to freely submit their own ideas or answers. Other participants can vote and comment on the ideas.
- Participatory Budgeting –Using the participatory budgeting tool, community members can provide input on how a certain pool of money will be spent. There are two ways to do this:
  - With “Cumulative Voting”, project organizers set a maximum budget and identify several categories of spending. Participants can say how many dollars they would like to spend on each of those categories.
  - With the “Basket Exercise”, project organizers would identify several specific options for participants to select between that have a known cost. The participants can ‘shop’ for the combination of items/projects that they would like to fund, and cannot exceed the maximum budget that you set.

## Appendix 3

### Roberts Rules of Order – Simplified

#### Guiding Principles:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the Chair, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

#### How to do things:

You want to bring up a new idea before the group.

After recognition by the Chair, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the Chair, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3<sup>rd</sup>s vote.

You have heard enough discussion.

Move to close the debate. Also referred to as “calling the question.” This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3<sup>rd</sup>s vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3<sup>rd</sup>s vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.  
 "Call for orders of the day."

You want to take a short break.  
 Move to recess for a set period of time.

You want to end the meeting.  
 Move to adjourn.

You are unsure the Chair announced the results of a vote correctly.  
 Without being recognized, call for a "division of the house." A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.  
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The Chair will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.  
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.  
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3<sup>rds</sup> vote is required.

**Unanimous Consent:**

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the Chair will repeat the request and then pause for objections. If none are heard, the motion passes.

**You may INTERRUPT a speaker for these reasons only:**

- to get information about business – point of information to get information about rules – parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. – question of privilege
- if you see a breach of the rules – point of order
- if you disagree with the Chair's ruling – appeal
- if you disagree with a call for Unanimous Consent – object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 <sup>rds</sup>	√
Close Discussion	√			2/3 <sup>rds</sup>	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√