

MAINE STATE LEGISLATURE

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123rd MAINE LEGISLATURE

FIRST SPECIAL SESSION-2008

Legislative Document

No. 2298

H.P. 1657

House of Representatives, April 4, 2008

An Act To Improve the Reporting Requirements of Boards and Commissions

Reported by Representative BARSTOW of Gorham for the Joint Standing Committee on State and Local Government pursuant to Joint Order, H.P. 1635.

Millicent M. MacFarland
MILLICENT M. MacFARLAND
Clerk

1 **Be it enacted by the People of the State of Maine as follows:**

2 **Sec. 1. 5 MRSA §12005-A**, as amended by PL 1999, c. 668, §§45 and 46, is
3 further amended to read:

4 **§12005-A. Report to Secretary of State**

5 Every board listed in this chapter is required to appoint a clerk of the board who is
6 responsible for submitting reports to the Secretary of State as required by this chapter.
7 This clerk shall submit an annual report to the Secretary of State ~~on forms~~ in a manner
8 provided by the Secretary of State. This report must be submitted no later than December
9 31st of each calendar year and must include information required by this section and any
10 other information determined necessary by the Secretary of State to fulfill the purposes of
11 this chapter. This information must include:

12 **1. Clerk of board.** The name, address ~~and~~, telephone number ~~and~~ e-mail address of
13 the clerk of the board as well as an estimate of the number of hours spent annually
14 working for the board;

15 **2. Names and addresses of members.** ~~The names and current addresses~~ name of
16 each member of the board on file with the Secretary of State and the current address of
17 each member at the time of filing under this section;

18 **3. Date of appointment and expiration.** The date of appointment of each member
19 and the date of expiration of the term of each member on file with the Secretary of State;

20 **4. Dates and locations of all meetings.** The dates and locations of all meetings or
21 other activities of the board as specified in section 12002-B, subsection 1 during the
22 calendar year for which the report is prepared.

23 A. In the event that a board reports no meetings for the calendar year of the report,
24 the clerk shall indicate the last meeting of the board;

25 **5. Attendance at and length of meetings.** The number of members attending each
26 meeting or activity of the board and the length of each meeting or activity of the board;

27 ~~**6. Compensation.** The total per diem compensation, if any, received by the board~~
28 ~~for each meeting and the total received for the calendar year;~~

29 **6-A. Expenses related to the meetings or activities of the board.** The following
30 expenses related to the meetings or activities of the board:

31 A. Total per diem compensation, if any, received by board members for each
32 meeting or other activity of the board and the total received for the calendar year;

33 B. Total expenses for which board members were reimbursed, if any, for each
34 meeting or other activity of the board and the total reimbursed for the calendar year;

35 C. Reimbursement other than per diem compensation or expenses such as a stipend;
36 and

1 D. Total expenses related to the functioning of the board, if any, for each meeting or
2 other activity of the board and the total received for the calendar year, including but
3 not limited to:

- 4 (1) Expenses related to facility rental costs;
5 (2) Expenses related to refreshment costs for meetings or other activities;
6 (3) Expenses related to holding public hearings; and
7 (4) Other expenses not otherwise classified in this section.

8 ~~7. Expenses. The total expenses for which the board is reimbursed, if any, for each~~
9 ~~meeting and the total expenses for which all board members were reimbursed for the~~
10 ~~calendar year; and~~

11 7-A. Funding source for expenses. The funding source or sources for all expenses
12 paid for the functioning of the board, including reimbursement to members incurred by
13 the board;

14 **8. Vacancies.** The number of vacancies on the board on December 31st and the term
15 of ~~the~~ each vacancy; and

16 9. Activities of the board related to its mission. A brief summary of the activities
17 related to accomplishing the mission of the board.

18 The Secretary of State may not waive the requirements of this section.

19 **SUMMARY**

20 This bill requires expanded information in annual reports by boards and commissions
21 to the Secretary of State. The report must include additional information related to
22 reimbursement and expenses and information on other types of reimbursement such as
23 stipends, facility rental costs, refreshment costs, public hearing costs and any other
24 expenses. The clerk of each board or commission is required to estimate the number of
25 hours devoted to the task of being the clerk. The report must contain a brief summary of
26 the board's activities. The bill updates the statute to reflect that reports are now filed
27 electronically rather than on paper forms.

FISCAL NOTE REQUIRED
(See attached)



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LD 2298 LR 3616(01)

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Fiscal Note for Original Bill
Committee: State and Local Government
Fiscal Note Required: Yes

Fiscal Note

Minor cost increase - General Fund
Minor cost increase - Other Special Revenue Funds

Fiscal Detail and Notes

Additional costs to the boards and commissions within or associated with the Department of Professional and Financial Regulation can be absorbed utilizing existing budgeted resources. Additional costs to the Secretary of State associated with this legislation can be absorbed within existing budgeted resources.