

PLEASE NOTE: Legislative Information **cannot** perform research, provide legal advice, or interpret Maine law. For legal assistance, please contact a qualified attorney.

## **An Act To Improve the Reporting Requirements of Boards and Commissions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(1) Expenses related to facility rental costs;

(2) Expenses related to refreshment costs for meetings or other activities;

(3) Expenses related to holding public hearings; and

(4) Other expenses not otherwise classified in this section.

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

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

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

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

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

## SUMMARY

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