

TOWN OF ROCKY HILL  
CONNECTICUT

COUNCIL RULES OF PROCEDURE  
PER SECTION 404, TOWN CHARTER  
2011/2012

I. COUNCIL MEETINGS

1. REGULAR: 1<sup>st</sup> and 3<sup>rd</sup> Mondays at 7:00 P.M. or as more specifically set forth in the Schedule of Meetings filed in the Town Clerk's office, except when these dates coincide with a legal or religious holiday, then the meeting will be rescheduled to the following day (Tuesday) at 7 P.M.
2. SPECIAL: Subject to a minimum notice of twenty-four (24) hours following a call by the Mayor or by a letter of petition from at least five (5) members of the Council to the Mayor. To be binding, all items acted upon at a special meeting shall have appeared on the noticed agenda of said meeting.
3. EMERGENCY: Called by the Mayor or in the Mayor's absence, the Deputy Mayor, or by written request of any five (5) members of Council, in accordance with Section VI of these rules. Action would require at least six (6) affirmative votes. Action taken would be binding for no more than thirty (30) days.

II. PROCEDURE FOR CALL OF REGULAR MEETING

1. Notice for all regular meetings shall be given prior to meeting date by the filing of the Agenda in the office of the Town Clerk no later than twenty-four (24) hours before the meeting to which it refers. Council packets are to be prepared and distributed to the Council members no later than the Wednesday prior to a Monday meeting or Friday prior to a Tuesday meeting.

III. AGENDA OF REGULAR MEETINGS

1. Pledge of Allegiance
2. Moment of Silence
3. Public Comment
  - (A) Members of the public shall state their name and address and will have the opportunity to comment on agenda and non-agenda issues at the beginning of the meeting for up to two minutes. Subsequent to the Public Comment portion of the meeting, members of the public or staff may comment for up to

two minutes on an agenda item as it appears on the agenda at the discretion of the Mayor.

4. Appointments
5. Approval Of Minutes
6. Subcommittee Reports
7. Consent Agenda
8. Old Business
9. New Business
  - (A) All new business items must be received in writing by the Town Manager or her designee no later than 12:00 Noon on the Tuesday preceding a Council meeting.
  - (B) When deemed necessary due to time sensitivity by the Mayor or Town Manager with the approval of the Mayor, the Town Manager may amend the agenda to include items received after the deadline in (A) above, but such amendment must be received no later than 12:00 noon on the last business day prior to the meeting.
  - (C) Any item placed on the agenda by a member of the Council shall be accompanied by a brief statement of purpose.
  - (D) Items of urgency may be added to the agenda on the night of the meeting by a two-thirds majority (6) vote of the full Council.
10. Mayor's Report
11. Manager's Report
12. Executive Session (if needed)
13. Adjournment

#### IV. PROCEDURE FOR CALL OF SPECIAL MEETING

1. The Mayor may call a special meeting during the process of a regular meeting, or a majority vote of the Council may call a special meeting during the regular, special, or emergency meeting.
2. Outside of the confines of a regular meeting, a special meeting may be called by the Mayor or any five (5) members of the Council by written request to the Mayor. A copy of the minutes of such meeting shall be filed with the Town Clerk not later than forty-eight (48) hours following such meeting.
3. The call for a special meeting shall be subject to a minimum notice of twenty-four (24) hours following delivery of Agenda of said meeting to the clerk of the Council, pursuant to the Connecticut General Statutes.
4. Notice for special meetings shall be posted in the office of the Town Clerk and on the town Bulletin Board at least twenty-four (24) hours prior to the meeting

#### V. AGENDA OF SPECIAL MEETING

1. Pledge of Allegiance
2. Moment of Silence

3. The order of business for which the meeting was called
4. Public comment when deemed pertinent based on the business for which said special meeting was called will be allowed.
5. Adjournment

VI. PROCEDURE FOR CALL OF EMERGENCY MEETING:

1. There is no twenty-hour (24) hour requirement for the call of an emergency meeting.
2. Emergency meetings can be called by the Mayor, or his designee, or by written request of five (5) members of Council to the Mayor.
3. A copy of the minutes of such meeting shall be filed with the Town Clerk not later than forty-eight (48) hours following such meeting. Written notice of said meeting shall be delivered to the residence of each Council member unless waived in writing prior to the meeting or by virtue of the member's attendance at the same.

VII. AGENDA FOR EMERGENCY MEETING

1. Pledge of Allegiance
2. Moment of silence
3. Since there will be no advance Agenda delivered to the Council members, the Mayor, or in the Mayor's absence, or his designee, or five (5) Council members requesting meeting shall state the emergency condition or business to be acted upon.
4. Adjournment

VIII. CONDUCT OF MEETING

1. Town Manager shall attend all regular meetings unless excused by majority vote of the Council.
2. No motion carries with less than five (5) affirmative votes.
3. At least five (5) votes are required to move the previous question.

IX. PUBLIC HEARING

1. Presided over by the Mayor or in the Mayor's absence his designee.
2. Reading of legal notice.
3. Each person wishing to speak shall be requested to give his/her name and address and the name of the organization he/she represents, if any, to the Clerk.
4. Sponsor of subject, if any, requested to limit address to ten (10) minutes; others to three (3) minutes.
5. Proponents of subject shall speak first. If there is a sponsoring organization, its representative shall be first to speak. Opponents shall then be given equal opportunity to speak. The Chair shall determine the

order of speakers after the representative of the sponsoring organization has spoken.

X. COUNCIL MINUTES

Council meetings shall be recorded in full, and the recordings of said meetings shall be retained for a period of six (6) months in the Town Clerk's office. After the adoption of written minutes in accordance with the FOIA and by the vote of the Town Council, these minutes shall constitute the official record of the Council Meeting. Working notes will be prepared as a reference tool for members of the Council.

XI. RULES OF DEBATE AND DECORUM IN DEBATE FOR COUNCIL MEETINGS

1. Councilors making a motion or introducing a New Business item may speak for up to two minutes for the purpose of presenting a statement of purpose. All other members of the Council wishing to address the item should be concise and to the point
2. No member can speak for a second time to a question as long as any member desires to speak who has not spoken for the first time.
3. In debate, a member must confine himself or herself to the question before the Council and avoid personalities and personal references.

XII. Roberts Rules of Order shall govern all meetings when procedures are not covered in the Council Rules or Town Charter.

The Town Council Rules were adopted by the Town Council on Tuesday January 17, 2012.