

Town of Rocky Hill, CT  
Town Council Rules of Procedure  
Per Section 404, of the Town Charter  
Adopted by the Town Council on: June 1, 2015

I. COUNCIL MEETINGS

1. REGULAR: 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month at 7:00 P.M., unless otherwise specified on the agenda, 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 7:00 P.M., unless otherwise specified on the agenda.
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 the Thursday prior to a Monday meeting or Friday prior to a Tuesday meeting.

III. AGENDA OF REGULAR MEETINGS

1. Call to Order
2. Pledge of Allegiance
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's Office no later than 3:00 p.m. on the Wednesday 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.
  - 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 six (6) votes of the full Council.
10. Mayor's Report
 

Provides an opportunity to update Council members and/or the public on past, current or future events. No questions, comments or debate shall take place on items not on the agenda.
11. Town Manager's Report
 

Provides an opportunity to update Council members and/or the public on past, current or future events. No questions, comments or debate shall take place on items not on the agenda.
12. Executive Session (if needed)
13. Adjournment

#### IV. PROCEDURES FOR A 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.
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 Town Clerk's Office, pursuant to the Connecticut General Statutes.
4. Notice for special meetings shall be posted on the Town Clerk's Bulletin Board and the Town's Website at least twenty-four (24) hours prior to the meeting, pursuant to the Freedom of Information Act. A copy of the actions of such meeting shall be filed with the Town Clerk's Office and on the Town's Website not later than forty-eight (48) hours following such

meeting. A copy of the Minutes of such meeting shall be filed with the Town Clerk's Office and on the Town's Website not later than seven (7) calendar days following such meeting, pursuant to the Freedom of Information Act.

V. AGENDA OF SPECIAL MEETING

1. Call to Order
2. Pledge of Allegiance
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 actions of such meeting shall be filed with the Town Clerk's Office and on the Town's Website not later than forty-eight (48) hours following such meeting. A copy of the Minutes of such meeting shall be filed with the Town Clerk's Office and on the Town's Website not later than seventy-two (72) hours following such meeting. Purpose of the emergency meeting must be stated on minutes, pursuant to the Freedom of Information Act.

VII. AGENDA FOR EMERGENCY MEETING

1. Call to Order
2. Pledge of Allegiance
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.
4. Six (6) Town Council members will constitute a quorum.

IX. PUBLIC HEARING

1. Presided over by the Mayor or in the Mayor's absence his designee.
2. Reading of legal notice into the record by recording secretary.
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 recording secretary.
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 Mayor shall determine the order of speakers after the representative of the sponsoring organization has spoken.
6. No questions, comments or debate by Councilors shall take place until the Public Hearing item appears on the agenda.

b. COUNCIL MINUTES

After the adoption of minutes by vote of the Town Council and in accordance with the Freedom of Information Act, said minutes shall constitute the official record of the Town Council Meeting and kept in perpetuity in the Town Clerk's Office.

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 Town Council Rules or Town Charter.