

**TOWN OF WALLINGFORD, CONNECTICUT
TOWN COUNCIL**

TOWN COUNCIL RULES OF PROCEDURE

In accordance with the provisions of Chapter III, Section 4 (“PROCEDURE”) of the Charter of the Town of Wallingford, and in conjunction with the provisions of §1-200 et seq. of the Connecticut General Statutes (hereafter abbreviated as “CGS §1-200 et seq.”), the following *Rules of Procedure* are adopted by the Town Council:

- I. The Town Council will schedule regular meetings on the second and fourth Tuesday of every month in the Robert F. Parisi Council Chambers of the Town Hall, and in accordance with a calendar adopted by the Town Council. In addition, the Chairman of the Council or, in his/her absence or inability to serve, the Vice-Chairman may at his/her discretion call a special meeting at any time.
- II. Except as otherwise specified in these *Rules of Procedure*, the order of all Council meetings will be conducted at the discretion of the Chairman, or in his/her absence or inability to serve, the Vice-Chairman, with Robert’s Rules of Order (as amended) as a guide.
- III. The Council will convene at 6:30 P.M. on the dates of its regularly scheduled meetings; a blessing may be offered by a member of local clergy; and the Pledge of Allegiance to the Flag will be given at the start of each meeting. The Consent Agenda will be presented as described in Rule XV. The Public Question and Answer Period will be limited to policy and operation of town government. The Public Question and Answer Period will be for a maximum of twenty (20) minutes, this time limit may be extended with the discretion of the Chair. Each individual speaking during the Public Question and Answer Period will be allowed to ask one (1) question at a time. If, after doing so, time remains available during the Public Question and Answer Period, individuals will be allowed to return to the microphone to ask additional questions until the twenty minutes have expired, or the Chair closes the Public Question and Answer speaking period. Each individual wishing to speak will address their questions or comments to the Council Chairman and limit his/her speaking time to a maximum of three (3) minutes.
- IV. With the exception of the Consent Agenda, Public input on individual agenda items, , will be received during the discussion of a specific item after members of the Council have had an opportunity to review and discuss the item. Individuals wishing to speak to individual agenda items will be required to address their questions or comments to the Council Chairman and limit his/her speaking time to a total of three (3) minutes. Public comment on each individual agenda item will not exceed twenty (20) minutes. Public comment may exceed twenty (20) minutes at the discretion of the Chairman.
- V. Business acted upon at regular Council meetings will be limited to the agenda prepared by the Chairman, or his/her designate, for each meeting on the Tuesday prior to that meeting. The Chairman will instruct the Council Staff to ensure that copies of the agenda are sent to each Councilor, Mayor, Town Clerk, Town Attorney, Comptroller and all Department heads prior to such a meeting. The Town Council Staff will have the finished agenda material available for delivery by the evening of the Wednesday prior to the respective meeting.

However, subsequent business not included on the agenda may be discussed and acted upon, upon by affirmative vote of a two-thirds majority, but not less than five (5) of those Councilors present and voting.

- VI. Any Councilor, the Mayor, the Town Attorney or the Comptroller requesting that an item be placed on the agenda of a regular meeting must do so in writing, provided that the request is submitted to the Chairman of the Council no later than 12:30 of the Tuesday, one week prior to the meeting. Such submission shall include all media and other backup material intended to be presented at the intended meeting. No more than two items submitted by any individual Councilor will be placed on any one Council agenda with each Councilor being given equal opportunity by the Chairman to so place items.

The Council Chairman can grant exceptions to this rule, depending on the length of a given Town Council agenda. No item of new business will be considered unless prior notice is given in the manner described above; however, the Council may suspend this rule in accordance with the provisions set forth in Section V. B. above. Any resident elector may also request in writing that an item be placed on the agenda; however, it will be at the discretion of the Chairman as to whether the item is considered as an agenda item or as an item of general correspondence to the Council.

- VII. Except as provided in Sections V. and VI., no rule of the Council will be waived or suspended at any time unless the Councilor requesting such action so states his/her reason and not less than five (5) of the members present concur.
- VIII. The proceedings of the Council, except those portions conducted in Executive Session, will be recorded and reported in accordance with law. The Chairman and the other Town Council members, the Mayor, the Comptroller and the Town Attorneys will receive an accurate copy of the minutes of all Town Council meetings. The Chairman of the Town Council and the Town Clerk will sign two (2) copies of the approved minutes for public inspection. The Public Library will receive a signed copy of the minutes of all Council Meetings.
- IX. Meetings of the Board of Public Utilities Commissioners: The Council staff will request of the Public Utilities Commission Chairman the record of votes upon filing and minutes to follow, which will be transmitted to the council as soon as reasonable. It will be the responsibility of each individual councilor to determine whether any Council action is necessary and/or appropriate.
- X. The Comptroller will provide the members of the Council with a monthly financial report of all department budgets.
- XI. The investigatory powers of the Council will be exercised only by decision of the Council at a regular or special meeting subject to the provisions of Chapter III, Section 10 of the Charter of the Town of Wallingford.
- XII. Requirements regarding appointments:
- A. Mayor's appointments requiring Council confirmation shall include:
- (1) A letter from the Mayor naming his/her appointment;
 - (2) A letter from the person(s) receiving the appointment(s) indicating his/her/their availability and acceptance should accompany the Mayor's letter as well as a resume or list of qualifications but shall not be considered mandatory.
 - (3) Upon learning that an individual is being recommended for an appointment or confirmation, any Councilor who wishes to conduct an interview of such individual, shall request the Chairman to call a Special Meeting for that purpose. The Chairman shall invite such individual to the Special Meeting and advise such individual that no other interviews are required.

- (4) Whereas the Freedom of Information Act requires meetings to be public and upon notice, the Chairman, upon request from any Councilor shall then call a Special Meeting at which meeting Councilors may interview the prospective appointee. The Special Meeting shall be in a workshop format and members of the public shall not participate.

B. Council Appointments:

- (1) Any individual recommended to the Council for appointment or confirmation may be interviewed at the discretion and request of any Council member.
- (2) Upon learning that an individual is being recommended for an appointment or confirmation, any Councilor who wishes to conduct an interview of such individual, shall request the Chairman to call a Special Meeting for that purpose. The Chairman shall invite such individual to the Special Meeting and advise such individual that no other interviews are required.
- (3) Whereas the Freedom of Information Act requires meetings to be public and upon notice, the Chairman, upon request from any Councilor shall then call a Special Meeting at which meeting Councilors may interview the prospective appointee. The Special Meeting shall be in a workshop format and members of the public shall not participate.

- XIII. These rules may be amended by a vote of not less than five (5) of those members of the Council present at a regular meeting of the Council.

XIV. Consent Agenda:

Definition:

The Consent Agenda is a separate listing from the regular agenda of a variety of items to be approved by one vote of the Town Council, rather than by specific votes on each item. There is no discussion or debate either by members of the Council or by the general public on Consent items. The opening motion on the Consent Agenda shall be to move passage of the Consent Agenda. Upon being seconded, the final vote will be taken on the Consent Agenda, passage of which will be by a single vote for approval for all items.

Procedure

The Consent Agenda shall contain a motion relative to all matters listed on the Agenda. Review by individual Councilors shall be as follows:

- A. Agendas will be delivered the Wednesday evening prior to the meeting.
- B. Each Councilor should review the entire Consent Agenda at his/her earliest convenience. Any problems or questions that arise regarding an item on the Consent Agenda should first be taken up with the Mayor if a satisfactory answer is not obtained.
- C. If, after following Step B above, a Councilor still requires more information he/she shall request that the item be removed from the Consent Agenda by notifying the Town Council-Staff by Monday at 12:30 P.M. Should the Town Council Staff be unavailable, the Town Clerk should be notified. The Town Council Chairman will also be available to all Councilors to discuss any item on the Consent Agenda in order for it to remain as intact as possible.

XV. Public Hearing Procedure – Bonding Ordinances

A. Call the Public Hearing to Order

The Chairman shall call to order the public hearing and introduce the ordinance, recite

- the title of the proposed ordinance and inform the public that copies of the proposed ordinance are on file and open to the public at the office of the Town Clerk and at the meeting.
- B. Motion to Dispense with Reading the Full Ordinance
The Chairman may request a motion to dispense with the reading of the title of the ordinance in full at which time Section 1 of the proposed ordinance shall be read reciting that a copy of the complete ordinance shall be attached to the minutes of the meeting. Such motion may be passed by a majority of the members in attendance, in no case less than five, after a roll call vote.
- C. The public shall be given the opportunity to comment on the proposed ordinance. After the public has commented on the motion, the Public Hearing shall be closed by the Chairman.
- D. Motion to Adopt Proposed Ordinance
After the Public Hearing is closed, the proposed ordinance may be adopted by motion that the ordinance, as entitled and read as part of the motion be adopted. The motion to adopt the Proposed Ordinance may be passed by a majority of the members in attendance, in no case less than five, after a roll call vote.
- XVI. Decorum and Order
The Chairman, or in the Chairman's stead, the Vice-Chairman shall preserve decorum and decide all questions of order subject to appeal to the Council.
- A. During Council meetings, Council members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the meeting Chairman or the rules of the Council. Every Councilor desiring to speak shall address the Chair and, upon recognition by the Chair, shall confine himself/herself to the agenda item under discussion and shall avoid all improper language. A Councilor, once recognized, shall not be interrupted while speaking unless called to order by the Chair or unless another member raises a point of order. All members of the Council shall accord the utmost courtesy to each other, to anyone appearing before the Council and to the members of the general public present at the meetings. They shall refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.
- B. Members of the general public and those appearing before the Council to discuss an agenda item shall observe the same rules of propriety, decorum and good conduct as are applicable to members of the Council. Anyone desiring to address the Council shall be recognized by the Chair, shall speak into one of the microphones provided and shall begin by stating their name and address for the record. All remarks and questions shall be addressed to the Council as a whole and not to any individual member thereof unless authorized by the Chair. All remarks and questions addressed to other Town officials or individuals appearing before the Council shall be done through the Chair. No person other than members of the Council and the person having the floor shall enter into any discussion either directly or through a member of the Council without permission of the Chair.

Adopted: January 14, 1964

Amended:

January 12, 1965

February 15, 1966

January 16, 1968

January 5, 1970

January 3, 1972

January 7, 1974

January 5, 1976

January 10, 1978

January 7, 1980

January 4, 1982

January 10, 1984

April 24, 1990

January 11, 1994

January 23, 1996

March 26, 1996

February 24, 1998

October 13, 1998

January 11, 2000

March 14, 2000

March 26, 2002

December 12, 2006

January 27, 2009

February 23, 2010

February 4, 2014

January 26, 2016

February 13, 2018