

TOWN OF SOUTH WINDSOR
TOWN COUNCIL RULES AND PROCEDURES COMMITTEE
MINUTES
April 19, 2021

1. Call Meeting to Order

Chairperson Hockenberry called the meeting to order at 5:20 p.m.

2. Roll Call

Members Present: Chairperson Hockenberry, Deputy Mayor Pendleton, Councilor Snyder, Town Manager Michael Maniscalco, and Clerk of the Council Debbie Reid

3. Approval of Minutes

Councilor Snyder made a motion to approve the April 12, 2021 minutes. Deputy Mayor Pendleton seconded the motion, and they were approved unanimously.

4. Discussion Items:

- Review of present rules and procedures (Article IV, Article V, Article VI, and Article VII)

Committee members reviewed the present rules and procedures and made the following changes:

Article IV – Town Council Meetings

Section 1 – Regular Meetings (**Charter, Section 304**)

How this item reads in the current rules:

- a. The Regular Meetings of the Council shall be held on the first and third Monday of each month, except August, at 7:00 p.m. at the South Windsor Town Hall. In the event a legal holiday falls on either the first or third Monday of any given month, the Regular Meeting of the Town Council shall be held on the Tuesday after said legal holiday, at the usual time and place of Council meetings as provided for in these Rules and Procedures.

How this item reads after being changed by the Committee:

- a. The Regular Meeting of the Council shall be held on the first and third Monday of each month at 7:00 p.m. at the South Windsor Town Hall (**except August**). If a legal holiday falls on either the first or third Monday of any given month, the regular meeting of the Town Council shall be held on the Tuesday after said legal holiday, at the usual time and place of Council meetings as provided for in these Rules and Procedures.

ITEM:

4. Discussion Items:

Section 2 – Special Meetings

How this item reads in the current rules:

- c. Notice of the time and place of such Special Meetings shall be posted in the office of the Town Clerk, and a newspaper or newspapers having general circulation in the Town shall be advised of such Special Meetings at least forty-eight (48) hours prior to the time of said meeting. The notice shall specify the business to be transacted.

How this item reads after being changed by the Committee:

- c. Notice of the time and place of such Special Meetings shall be posted in the office of the Town Clerk and **on the Town website** at least forty-eight (48) hours prior to the time of said meeting. The notice shall specify the business to be transacted.

Article V – A Quorum (Charter, Section 304)

Article VI – The Order of Procedure (Charter, Section 304) (Robert's Rules of Order)

Section 1 – The Order of Procedure

How this section reads in the current rules:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Remarks
5. Adoption of Agenda
6. Communications and Reports from Town Manager
7. Public Input [Town Council members will not respond to any public comments/questions]
8. Adoption of Minutes of Previous Meetings
9. Communications from Liaisons, Officers, and Boards directly Responsible to Council
10. Reports from Committees
11. Consent Agenda
 - a. First Reading
 - b. Second Reading
 - c. Miscellaneous
12. Unfinished Business
13. New Business
14. Passage of Ordinance

ITEM:

4. Discussion Items:

15. Public Input [Town Council members will not respond to any public comments/questions]
16. Communications from Council
17. Executive Session
18. Adjournment

How this section reads after being changed by the Committee:

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Mayor's Remarks
5. Communications and Reports from Town Manager
6. Public Input
7. Adoption of Minutes of Previous Meetings
8. Communications from Liaisons, Officers, and Boards directly Responsible to Council
9. Reports from Committees
10. Consent Agenda
 - a. First Reading
 - b. Second Reading
 - c. Miscellaneous
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14. Public Input
15. Communications from Council
16. Executive Session
17. Adjournment

ITEM:

4. Discussion Items:

Section 2 – Rules Governing Items in Section 1 of this Article

How this section reads in the current rules:

Item #7 and #15

Public Input

- a. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address, and avoid personalities or impugning of improper motive to any person.
- b. The speaker(s) may address the Council on any matter.
- c. The speaker(s) shall limit their speaking time to five (5) minutes. This limit may not be exceeded, except when invoked by any Member of the Council with the consent of a majority of the Council present.
- d. Town Council members will not respond to any public comments/questions.

How this section reads after being changed by the Committee:

Public Input

Item #6 and #14:

In-Person Meeting:

- a. Public Input shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present.
- b. When recognized by the Mayor, the speaker(s) shall approach the lectern, give their name and address, and avoid personalities or impugning of improper motive to any person.
- c. The speaker(s) may address the Council on any matter.
- d. The speaker(s) shall limit their speaking time to three (3) minutes. This limit may not be exceeded, except when invoked by any Member of the Council with the consent of a majority of the Council present.
- e. Town Council members will not respond to any public comments/questions.
- f. Emails will not be read into the record.

ITEM:

4. Discussion Items:

Virtual Meeting:

- a. Public Input shall not exceed fifty (50) minutes unless extended by the Mayor with the consent of the majority of the Council present.
- b. When recognized by the Mayor, the speaker(s) shall give their name and address and avoid personalities or impugning of improper motive to any person.
- c. The speaker(s) may address the Council on any matter.
- d. The speaker(s) shall limit their speaking time to five (5) minutes. This limit may not be exceeded, except when invoked by any Member of the Council with the consent of a majority of the Council present.
- e. Town Council members will not respond to any public comments/questions.
- f. Emails sent to TownCouncilComments@southwindsor-ct.gov will be read into the record.

Article VII – Agenda

Section 1 – Preparation

How this item reads in the current rules:

- d. Additional items for the Agenda may be made by the above persons provided that all such additions be supplied to the Clerk of the Council at least five (5) business days prior to the meeting for which they are intended for consideration. The name of the person submitting an item for Council consideration shall appear on the Agenda after the item submitted.

How this section reads after being changed by the Committee:

- d. Additional items for the Agenda may be made by the above persons, provided that all such additions be supplied to the Clerk of the Council **by the close of the business day (4:30 p.m.) on the day of the Agenda Meeting** for which they are intended for consideration. The name of the person submitting an item for Council consideration shall appear on the Agenda after the item submitted. **The only exemption to this rule will be for items coming from the Town Manager or their designee.**

ITEM:

4. Discussion Items:

New Item e to read as follows:

- e. At the discretion of the Council Clerk, the order of the agenda can be changed with priorities given to the Town Manager, Town staff, Town Attorney, and paid consultants.

How this item reads in the current rules:

- f. The Council Clerk shall put notice on the Town website and advise a newspaper or newspapers having a general circulation in the Town of a Meeting open to the Public at least forty-eight (48) hours before said meeting.

How this section reads after being changed by the Committee:

- g. The Council Clerk shall put notice on the Town website of a meeting open to the public at least forty-eight (48) hours before said meeting.

How this item reads in the current rules:

- g. The Clerk of the Council will provide a list of the New Business Agenda items, as submitted to the Clerk under these Rules, intended for consideration at the next meeting to the Town Council members by electronic communication at least three (3) business days prior to the meeting. However, errors, delays, and/or unintentional omissions of the items will not prevent the Council from taking up the items at the Council Meeting, so long as the items are taken up as otherwise provided under these Rules.

How this section reads after being changed by the Committee:

- h. The Clerk of the Council will provide a list of the **agenda** items, as submitted to the Clerk under these Rules, intended for consideration at the next meeting to the Town Council members by electronic communication at least three (3) business days prior to the meeting. However, errors, delays, and/or unintentional omissions of the items will not prevent the Council from taking up the items at the Council Meeting, so long as the items are taken up as otherwise provided under these Rules.

ITEM:

4. Discussion Items:

How this item reads in the current rules:

h. The Agenda shall contain the following notice:

Public Meetings are the time and place at which the Town Council conducts official business of the Town. The Council reserves time and invites the public to be heard during Public Input of each Public Meeting, as follows:

Item #7 and #15

Public Input – Speaker(s) generally are to limit their comments to five (5) minutes each and shall avoid personalities or impugning of improper motive to any person.

How this section reads after being changed by the Committee:

i. The Agenda shall contain the following notice:

Public Meetings are the time and place at which the Town Council conducts official business of the Town. The Council reserves time and invites the public to be heard during Public Input of each Public Meeting, as follows:

Item #6 and #14

In-Person Meeting:

Public Input – Shall not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present. Speaker(s) generally are to limit their comments to three (3) minutes each, except when invoked by any Member of the Council with the consent of a majority of the Council present and shall avoid personalities or impugning of improper motive to any person. The Town Council members will not respond to any public comments/questions.

Virtual Meeting:

Public Input – Shall not exceed fifty (50) minutes unless extended by the Mayor with the consent of the majority of the Council present. Speaker(s) generally are to limit their comments to five (5) minutes each, except when invoked by any Member of the Council with the consent of a majority of the Council present and shall avoid personalities or impugning of improper motive to any person. The Town Council members will not respond to any public comments/questions.

ITEM:

5. New Business/Additional discussion Items

Councilor Snyder requested that Committee members received a red-lined version of the Rules that have been changed to date. She also requested that the red-lined version have a date showing when it was revised.

Chairperson Hockenberry stated that at the next meeting, the Committee will review Article VIII, IX, and X.

6. Next Meeting

Chairperson Hockenberry informed the Committee members that the next meeting is scheduled for Monday, April 26, 2021, at 5:15 p.m.

7. Adjournment

At 6:17 p.m., Deputy Mayor Pendleton made a motion to adjourn the meeting. Councilor Snyder seconded the motion, and it was approved unanimously.

Respectfully submitted,

Deborah W. Reid
Council Clerk