

**TOWN OF SOUTH WINDSOR  
TOWN COUNCIL RULES AND PROCEDURES COMMITTEE  
MINUTES  
April 26, 2021**

**1. Call Meeting to Order**

Chairperson Hockenberry called the meeting to order at 5:17 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 19, 2021 minutes. Deputy Mayor Pendleton seconded

Committee members determined by unanimous consent that “unless otherwise brought forth by a Council member” should be added to Item f under Article VI The Order of Procedure, Section 2 Rules Governing Items in Section 1 of this Article – In-Person Meeting. Item f to read, “Emails will not be read into the record, unless otherwise brought forth by a Council member.”

Chairperson Hockenberry call for a vote on the amended minutes, they were approved unanimously.

**4. Discussion Items:**

- Review of present rules and procedures (Article VIII, Article IX, and Article X)

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

Article VIII – Motions

Section 2 – Motions of Precedence

Councilor Snyder stated that under #3, at the end of the sentence, it should read addressed not address.

Committee members discussed #9, and felt that language should be added to this item explaining that a motion to “Call the Question” requires a second and must be voted upon, and requires a 2/3rd (super majority) vote to pass.

**ITEM:**

**4. Discussion Items:**

Committee members began discussion regarding #6. The Clerk of the Council will review this item and determine the difference between #6 and #9.

Item. b. under this same section should be reviewed by the Clerk of the Council also.

**Article IX – Ordinances and Resolutions**

Town Manager Maniscalco felt that Item a, should be expanded. Committee members discussed this item and the following wording was agreed upon:

- a. Resolutions shall be composed by the Town Manager, Clerk of the Council, Town staff, or a Town Council member and should be referred to the town Attorney for correct wording, as necessary. Any resolution submitted from a Council member or Town staff member shall be vetted through the Town Manager and Clerk of the Council and reviewed by the Town Attorney, as necessary.

Chairperson Hockenberry reminded the Clerk of the Council to put any reference to Charter Sections in the heading of the Article.

Deputy Mayor Pendleton proposed that the order of b and c be switched. Committee members agreed.

Section 2, Section 3, Section 4, Section 5, Section 6, and Section 7 – Committee members stated that there should not be anything in bold and all Charter References should be in the heading.

Under Section 5 – Other Regulations to read as follows:

In addition to the above rules on Ordinances and Resolutions, the Council is to refer to Charter, Section 208, and Charter, Sections 305, 306, 307, 308, 312, 313, and 314 of the Charter for regulations covering these subjects.

**Article X – Appointments or Removals from Boards, Commissions, or Committees by the Council**

Deputy Mayor Pendleton suggested that Section 1 and Section 2 be switched. Committee members agreed.

Debbie Reid, Clerk of the Council will review the Town Charter to find a reference for this Section.

**ITEM:**

**5. New Business/Additional Discussion Items**

Councilor Snyder explained that she would like wording put into the rules preventing a discussion item that is being presented to the Council for the first time and a resolution on the same subject matter, should not be handled in the same meeting. A discussion item can be brought to the Council in one meeting and then if a resolution is going to be brought forward, it should be in a subsequent meeting. Committee members should consider where this issue should be placed under the Town Council Rules and Procedures will discuss this under New Business/Additional Discussion Items at the next meeting.

Chairperson Hockenberry stated that at the next meeting, the Committee will review Article XI - Committees.

**6. Next Meeting**

Chairperson Hockenberry informed the Committee members that the next meeting is scheduled for Monday, May 17, 2021, at 5:15 p.m.

**7. Adjournment**

At 6:18 p.m., Councilor Snyder made a motion to adjourn the meeting. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

Respectfully submitted,

---

Deborah W. Reid  
Council Clerk