

**TOWN OF SOUTH WINDSOR
TOWN COUNCIL RULES AND PROCEDURES COMMITTEE
MINUTES
May 17, 2021**

1. Call Meeting to Order

Deputy Mayor Pendleton called the meeting to order at 5:21 p.m.

2. Roll Call

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

3. Election of a Chairperson

Clerk of the Council Debbie Reid nominated Councilor Snyder as Chairperson. Deputy Mayor Pendleton seconded the nomination, and it was approved unanimously.

4. Approval of Minutes

Deputy Mayor Pendleton made a motion to approve the April 26, 2021 minutes. Town Manager Maniscalco seconded, and they were approved unanimously.

5. Discussion Items

- Article VIII – Motions, Section 2 – Motions of Precedence – Item a (#6 and #9).
- Article VIII – Motions, Section 2 – Motions of Precedence – Item b.
- Article X – Appointments or Removals from boards, commissions, or committees by the Council

Committee members will discuss these items at their next meeting.

- Review of present rules and procedures (Article XI – Committees)

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

All Charter Sections to be moved to the heading.

Section 4 – Filling of Vacancies will become Resignations and will read as follows:

Boards, commissions, and committees; resignations shall become effective the date specified in the notification or the date of the notification. Resignations need to be received by the Clerk of the Council by the close of the business day (4:30 p.m.) on the date of the Agenda Meeting.

Section 5 – Powers will become Nominations and will read as follows:

ITEM:

5. Discussion Items *(Continued)*

Boards, commissions, and committees; Nominations to be received by the Clerk of the Council by the close of business day (4:30 p.m.) on the date of the Agenda Meeting. No nomination can be made until the resignation is effective. The nomination to be made at the first regular meeting following the resignation effective date.

Section 6 – will become Filling of Vacancies and will read as follows:

Any vacancies occurring on any committee, board, or commission shall be filled by the Council [after receiving the nomination **from** the respective political party] for said unexpired term with a person from the same political party as the former incumbent, except as otherwise provided in the charter. No nomination can be made until the resignation is effective. The nomination to be made at the first regular meeting following the resignation effective date.

Section 7 – will become Powers.

Section 8 – will become Reports, and all information under Liaison Report will be eliminated.

Section 9 – will become Standing Committees

Chairperson Snyder stated that at the next meeting, the Committee will continue to review the Town Council Rules and Procedures. The Committee left off on Article XI – Committees, Section 9 (Standing Committees (formerly Section 7)).

6. Next Meeting

Chairperson Snyder informed the Committee members that the next meeting is scheduled for Tuesday, May 25, 2021, at 11:00 a.m. The following meeting after May 25, 2021, would be on Tuesday, June 1, 2021, at 11:00 a.m.

7. Adjournment

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

Respectfully submitted,

Deborah W. Reid
Council Clerk