

**TOWN OF SOUTH WINDSOR
TOWN COUNCIL RULES AND PROCEDURES COMMITTEE
MINUTES
May 25, 2021**

1. Call Meeting to Order

Chairperson Janice Snyder called the meeting to order at 3:03 p.m.

2. Roll Call

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

3. Approval of Minutes

Deputy Mayor Pendleton made a motion to approve the May 17, 2021 minutes. Town Manager Maniscalco seconded, and they were approved unanimously.

4. Discussion Items

• **Article II – Town Council Organization**

Section 2 will become Resignations. Under this section it will read as follows:

Elected Officials; a written, signed resignation shall become official the date and time recorded by the Town Clerk and effective the date and time written in the document. A copy of that document will be provided to the Clerk of the Council by the Town Clerk. 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 in order to be placed on the Town Council's next Regular Meeting agenda.

The previous Section 2 – Vacancies will become Section 3.

• **Article VIII – Motions, Section 2 – Motions of Precedence – Item a (#6 and #9)**

Section 2 – Motions of Precedence. – The current number 6 will be eliminated and replaced with “Limit or Extend Limits of Debate – can decrease or increase the allowed number of speeches or length of speeches or it can decrease or increase the total amount of time for debate.”

Number 9 will remain as it is.

Under each number (1 through 9) it will be explained if a second is needed, if the motion is debatable, if the motion is amendable, and the necessary vote needed for the motion to pass.

- Article VIII – Motions, Section 2 – Motions of Precedence – Item b.

Item b current reads as follows:

Motion to fix the time of adjournment, to lay upon the table, to postpone to a definite time, and to close the debate at a specified time, shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.

The Committee proposed for this section to read as follows:

Motion to fix the time of adjournment, to lay upon the table, call the question (previous question, and to limit or extend limits of debate, shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.

- Article X – Appointments or Removals from boards, commissions, or committees by the Council

Debbie Reid, Clerk of the Council informed the Committee that “Charter, Section 502” will be added after the heading.

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

Committee members reviewed the present rules and procedures starting with Section 9 (previously Section 7) – Standing Committees, and made the following changes:

Committee members requested that the Clerk of the Council find out if the Public Health & Safety Committee had ever been dissolved.

Audit Committee

Presently reads as follows:

The purpose of this committee is to hire (or recommend hiring of) and evaluate the performance of the Town’s financial auditor. Meet quarterly to conduct a post-audit meeting with the auditor; review internal controls and programs and controls designed to prevent and detect fraud, including compliance with same with auditor, and plan future audits. Meet as necessary to review and forward to auditor suspected fraud or illegal acts affecting the government that comes to the attention of the committee. Management is responsible for forwarding these items to the committee as soon as possible.

Committee proposed for this section to read as follows:

The purpose of this committee is to **recommend to the Town Council the hiring of** and evaluate the performance of the Town's financial auditor. Meet quarterly to conduct a post-audit meeting with the auditor; review internal controls and programs and controls designed to prevent and detect fraud, including compliance with same with auditor, and plan future audits. Meet as necessary to review and forward to auditor suspected fraud or illegal acts affecting the government that comes to the attention of the committee. Management is responsible for forwarding these items to the committee as soon as possible.

Energy Committee

Paragraph in this section presently reads as follows:

Identify appropriate Federal and State incentives and grant programs that provide opportunities for clean, renewable energy, energy efficiency, or energy conservation.

Committee members felt that the following should be added to this paragraph, "and obtain Town Council approval."

Public Health and Safety Committee

The Clerk of the Council will do research to see if this Committee has been dissolved.

In this Section add Section 10 – Temporary Committees

Town Manager Maniscalco proposed the following language:

All temporary committees and working groups shall be created by resolution. Said resolution shall establish that the membership shall be comprised of no more than a bare majority. The resolution shall also establish the sunset of the committees and work groups. All working groups shall be disbanded at the end of the term of the Town Council unless approved again by the newly seated Council. All temporary committees and working groups shall make recommendations and reports to the Town Council and cannot independently take action.

Under Article XII – Voting – add Charter, Section 304

Article XV – Suspension or Amendment of Rules – add Robert's Rules of Order

Section 1 – Suspension of Rules

Presently reads as follows:

Any of these rules, except Article VIII, Section 2, may be suspended by a unanimous vote of the Council, provided that such action is not inconsistent with any provisions of the Charter or State Statutes. Any item added to the Agenda under Suspension of the Rules may not have action taken until the next Regular Meeting; except in cases of emergency on two thirds (2/3) vote of the Members present.

The Committee proposed this Section to read as follows:

Any of these rules, except Article VIII, Section 2, may be suspended by a unanimous vote of the Council, provided that such action is not inconsistent with any provisions of the Charter or State Statutes. **Any item added to the Agenda under Suspension of the Rules requires a second, is not debatable or amendable and requests a two thirds (2/3) vote of the members present.**

Article IX – ORDINANCES AND RESOLUTIONS to be changed to Article IX – DISCUSSION ITEMS, RESOLUTIONS, AND ORDINANCES.

A new (a) will be created and will read as follows: Any Councilor, the Town Manager, or Town Attorney can bring forth a discussion item. A discussion item should be submitted to the Council Clerk by the close of the business day (4:30 p.m.) on the day of the Agenda Meeting. Official action of a discussion item shall not be brought forth in the form of a resolution on the same night.

Article XVIII – PERFORMANCE EVALUATION

Presently written as follows:

An annual Performance Evaluation of the Town Manager, and the Clerk of the Council, and any in-house Town Attorney who is established as a Town employee will be held in Executive Session by the Town Council in the month of June. Reports of these meetings will be inserted in the personnel records of the employees.

Committee members proposed this section to read as follows:

An annual Performance Evaluation of the Town Manager, Clerk of the Council, and any in-house Town Attorney who is established as a Town employee will be held in Executive Session by the Town Council in the month of June.

Three originally signed final evaluations of each employee will be given to the H.R. Department by the Personnel Committee. One copy should be inserted into the personnel record of the employee, one copy inserted into the Personnel File (kept in the H.R. Department), and one copy given to the employee who is being evaluated.

5. New Business/Additional Discussion Items

At the next meeting the Committee will review the following:

- Article XI – Committees, Section 9 – Standing Committees, Public Health & Safety Committee.
- Article XI – Committees, Section 10 - Temporary Committees.
- Article XVIII – Performance Evaluation.
- Relined version of all changes made to the Town Council Rules & Procedures.

6. Next Meeting

The next meeting will be scheduled after the Committee receives the redlined version of the Town Council Rules and Procedures.

7. Adjournment

At 4:31 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