

**TOWN OF SOUTH WINDSOR
TOWN COUNCIL RULES AND PROCEDURES COMMITTEE
MINUTES
September 14, 2021**

1. Call Meeting to Order

Chairperson Janice Snyder called the meeting to order at 2:24 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

Town Manager Michael Maniscalco made a motion to approve the June 24, 2021 minutes. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

4. Discussion Items

Proposed Changes to the Town Council Rules & Procedures from the Council Members

- **Article IV – Section 5 – Public Meetings – Item b.** At the Town Council Meeting on July 19, 2021, Councilor Lopez felt there should be language added into Item b regarding the responsibilities of an individual who is no longer a Council member concerning discussions and communications during an Executive Session.

The Town Attorney sent a statement stating that the rules of ethics do not end with a resignation and any information gleaned while in office is confidential.

Committee members reviewed Item b and decided wording should be added to the end of the paragraph, as follows: Any information gleaned while in office remains confidential even after an individual is no longer a Town Council Member.

- **Article VI – the Order of Procedure, Section 1 – The Order of Procedure.** At the July 19, 2021, Town Council Meeting, Councilor Evans requested that the Adoption of Agenda be added back into the Order of Procedure. Committee members discussed this item and decided that the Adoption of Agenda should be added back into the Order of Procedure.
- **Article VI – The Order of Procedure, Section 1 – The Order of Procedure.** Deputy Mayor Pendleton felt that under Item 7 - Public Input, only items on the agenda should be discussed under this section. Committee members discussed this and thought it was a good idea.
- **Article VI – The Order of Procedure, Section 1 – The Order of Procedure.** Deputy Mayor Pendleton felt that under Item 15 – Public Input, any matter could be discussed. Committee members discussed this and thought that it was a good idea.

4. Discussion Items *(Continued)*

Proposed Changes to the Town Council Rules & Procedures from the Council Members
(Continued)

- Article VI – The Order of Procedure, Section 2 – Rules Governing Items in Section 1 of this Article, under Public Input – In-Person Meeting, Item d. At the July 19, 2021, Town Council Meeting, Councilor Koboski, Maneeley, Lopez, Lydecker, and Snyder felt that speakers should have five (5) minutes to speak. Committee members discussed this item and agreed to change the speaker's time from three (3) minutes to five (5) minutes.
- Article VI – The Order of Procedure, Section 2 – Rules Governing Items in Section 1 of this Article, under Public Input – In-Person Meeting, Item f. At the July 19, 2021, Town Council Meeting, Councilor Evans and Lydecker said they would like to see emails brought forward by the public to in-person meetings to be read into the record if so requested. Committee members agreed and changed Item f. to read as follows:

Emails will only be read into the record if brought forth by a Council member or if the person submitting the email has requested that the email is read into the record. A Council member who brings an email forward, will read the email into the record.

- Article VI – The Order of Procedure, Section 2 – Rules Governing Items in Section 1 of this Article, under Public Input – Virtual Meeting, Item a. Committee members felt that whether the meetings are in-person or virtual, Public Input should not exceed thirty (30) minutes unless extended by the Mayor with the consent of the majority of the Council present.
- Article XIII – Time of Adjournment - At the July 19, 2021, Town Council Meeting, Councilor Maneeley stated that she would like the vote to extend a meeting past 11:00 p.m. to require a majority vote rather than just one individual having the ability to say no and the meeting ending. Committee members discussed this item and felt that a majority vote, rather than one Councilor saying no, should be necessary to allow a meeting to go beyond 11:00 p.m.
- Councilor Koboski stated he would like the paragraph regarding reviewing and/or revising the Town Council Rules & Procedures as deemed necessary to need a 2/3rds plus one vote rather than a 2/3rds vote. Committee members felt that this was a reasonable request.
- Committee members requested that a chart be placed at the end of the Town Council Rules & Procedures showing the number of members present and voting, and the number of members present and voting to make up a 2/3rds vote plus one.

Town Manager Maniscalco made a motion to approve the changes as proposed. Deputy Mayor Pendleton seconded the motion, and it was approved unanimously.

5. New Business/Additional Discussion Items

Committee members directed the Clerk of the Council to create a cover letter explaining the proposed changes requested by each Council member and how the change would be handled. A note should be placed at the end of the cover letter requesting the Town Council members review the final draft so it can be sent to the Town Attorney for review. A copy of the rules, with the proposed changes in red, should also be sent to the Council.

6. Next Meeting

A meeting will only be scheduled if necessary.

7. Adjournment

At 2:57 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