



Chairman  
Charles Duzy

TOWN OF LEDYARD  
CONNECTICUT  
HOUSING AUTHORITY

60 Kings Highway  
Kings Corner Manor  
Gales Ferry, CT 06335

RULES OF PROCEDURE

1. Regular meetings of the Ledyard Housing Authority will be held in Kings Corner Manor Community Room, 60 Kings Highway, Gales Ferry, CT 06335 at 7:00 p.m. on the first Monday of each month.
2. Special Meetings of the Ledyard Housing Authority may be called by the Housing Authority Chairperson.
3. The Housing Authority Chairperson may cancel any regularly scheduled meeting should the need arise.
4. All meetings of the Ledyard Housing Authority for transaction of business will be open to all Kings Corner Manor residents and members of the public and the votes will be recorded as prescribed by Section 1-225 of the General Statutes of the State of Connecticut (CGS), as amended.
5. Three (3) Housing Authority members constitute a quorum.
6. In the absence of a quorum at a regular or special meeting of the Ledyard Housing Authority, no business will transacted, but the following actions may be taken and will be binding on the Town Council:
  - a. Fix the time at which to adjourn
  - b. Recess to contact absent Housing Authority members
  - c. Adjourn
7. The Ledyard Housing Authority Chairperson will preside at all meetings of the Housing Authority and upon the appearance of a quorum, will call the Ledyard Housing Authority meeting to order. The Chairperson will also perform all the duties and accept all the responsibilities of a Councilperson.
8. It will be the duty of the Ledyard Housing Authority Chairperson to preserve order, to conduct Housing Authority business in accordance with these rules, to recognize and grant the floor to members wishing to speak, and to declare all votes.
9. The Ledyard Housing Authority Chairperson may speak on and will decide questions of parliamentary law and Housing Authority procedure.
10. The Housing Authority Chairperson will cause and be prepared and have posted, the Ledyard Housing Authority agenda not less than twenty-four hours prior to the regular

Ledyard Housing Authority meetings in accordance with CGS Section 1-225 (c). The agenda will also be electronically posted on the Town's website.

11. All voting for the transaction of business and the setting or staying of rules of procedure will be by roll call.
12. In the absence of the Ledyard Housing Authority Chairperson, the Vice Chairperson will perform all duties of the Ledyard Housing Authority Chairperson at that meeting.
13. The Ledyard Housing Authority may, by majority vote, limit remarks of all members to a specified length of time in debating a particular subject.
14. When Executive Session is necessary, reasons for such a session and all persons who will be in attendance will be publicly stated and all other requirement of the Freedom of Information Act will be adhered to. A simple majority vote of the Housing Authority members present will be necessary to go into Executive Session.
15. Members will confine their remarks in debate to the pending question and must avoid personalities or improper motives.
16. The Ledyard Housing Authority Executive Director will be the custodian of all papers, correspondence, magnetic/electronic media and records of the Ledyard Housing Authority will keep for public inspection a journal of its proceedings, including all roll call votes by the Housing Authority.

The Housing Authority Executive Director will file the record (minutes of each meeting) with the Town Clerk. All meeting records will be authenticated by the signature of the Housing Authority Chairperson or the Vice Chairperson and will be posted on the town's internet meeting portal website.

17. Beyond the aforementioned rules of procedure and for all situations not specifically covered therein, the Rules of Procedure for the Ledyard Housing Authority will be those stipulated in Roberts Rules of Order.

Adopted by the Ledyard Housing Authority on: **XXX**

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Charles Duzy, Chairman