

Res: 001-2023/Dec xx

RESOLUTION  
ESTABLISHING THE RULES OF PROCEDURE FOR THE  
TWENTY-SEVENTH LEDYARD TOWN COUNCIL

BE IT RESOLVED: that the Twenty -seventh Town Council of the Town of Ledyard adopts the following Rules of Procedure:

RULES OF PROCEDURE

1. Regular meetings of the Town Council will be held in the Ledyard Town Hall Annex, Council Chambers at 7:00 p.m. on the second and fourth Wednesday of each month.
2. Special meetings of the Town Council may be called by the Town Council Chairperson or upon written request to either the Town Council Chairperson or the Administrative Assistant by three (3) Town Council members.
3. The Town Council Chairperson may, with the consensus of six (6) Town Councilors, cancel any regularly scheduled meeting should the need arise.
4. All meetings of the Town Council for the transaction of business will be open to 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. Six (6) Town Council members constitute a quorum, but no ordinance, resolution, or vote, except a vote to adjourn or to fix the time and place of the next meeting, will be adopted by less than five (5) affirmative votes.

Members of the Town Council may participate in a meeting remotely by means of electronic equipment in accordance with CGS Section 1-200; and strictly adhere to the rules set forth in the "*Town Council Policy Guidelines Remote Meeting Participation*"

6. In the absence of a quorum at a regular or special meeting of the Town Council, no business will be 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 Town Council members.
  - c. Adjourn.

7. The Town Council Chairperson will preside at all meetings of the Town Council and at the stated hour and upon the appearance of a quorum, will call the Town Council to order. The Chairperson will also perform all the duties and accept all responsibilities of a Councilperson.
8. It will be the duty of the Town Council Chairperson to preserve order, to conduct Town Council business in accordance with these rules, to recognize and grant the floor to members wishing to speak and to declare all votes.
9. The Town Council Chairperson may speak on and will decide questions of parliamentary law and Town Council procedure, subject to appeal to the Town Council by a motion duly seconded. Such appeals to the Town Council will be entertained by the Town Council Chairperson and has precedence provided they are made at the time of the ruling by the Town Council Chairperson and no debate or business has intervened between the ruling and the motion to appeal.
10. The regular agenda will be ordered as follows:

Call to Order  
 Pledge of Allegiance  
 Roll Call  
 Residents' & Property Owners Petitions  
 Committees, Commissions & Boards Reports  
 Comments of Town Councilors  
 Review and Approval of Prior Meeting Minutes  
 Communications/Referrals  
 Sub-Committee/Liaison Reports  
 Report of the Mayor  
 Old Business  
 New Business  
 Adjournment

There will be a Consent Calendar and those items on the "*Consent Calendar*" will be listed under New Business with an \*asterisk preceding its number. Any item(s) objected to by a Town Council member shall be removed from the Consent Calendar, but will then automatically be considered under New Business.

A short agenda will be optional as follows:

Call to Order  
 Pledge of Allegiance  
 Roll Call  
 Residents' & Property Owners Petitions  
 Committees, Commissions and Boards Reports  
 Communications/Referrals  
 New Business/Business of the Meeting

## Adjournment

11. The Town Council Chairperson will cause to be prepared and have posted, the Town Council agenda not less than twenty-four hours prior to the regular Town Council meetings in accordance with CGS Section 1-225 (c). The agenda will also be electronically posted on the town's internet web site.
12. There will be the following standing committees of the Town Council:
  - a. Administration Committee
  - b. Community Relations Committee
  - c. Finance Committee
  - d. Land Use/Planning/Public Works Committee

The Town Council may establish additional standing committees and may dissolve standing committees by a two-thirds vote.

Additionally, there will be the following standing liaison:

- a. Agricultural Commission
  - b. Board of Education
  - c. Conservation Commission
  - d. Economic Development Commission
  - e. Gales Ferry Fire Company
  - f. Historic District Commission
  - g. Inland Wetland/WaterCourses Commission
  - h. Ledyard Fire Company
  - i. Ledyard Beautification Committee
  - j. Ledyard Farmers' Market Committee
  - k. Ledyard Housing Authority
  - l. Library Commission
  - m. Parks, Recreation & Senior Citizens Commission
  - n. Permanent Municipal Building Committee
  - o. Planning & Zoning Commission
  - p. Public Safety Commission
  - q. Retirement Board
  - r. Youth & Social Services Board
  - s. Water Pollution Control Authority
  - t. Zoning Board of Appeals
12. The Town Council Chairperson will appoint members of the Standing and Ad-Hoc Committees of the Town Council and the Standing Liaison Assignments. The Town Council Chairperson will be a member ex-officio of all Town Council Committees. The Town Council Chairperson will appoint the Committee Chairpersons.

14. Each Town Council Committee will consider matters referred to it by the Town Council Chairperson or by a majority vote of the Town Council, and will report to the Town Council respecting such matters and submit resolutions or ordinances when necessary to carry out Committee recommendations. In order that business may be handled in an expeditious manner, the Town Council Chairperson may refer items to a Committee at any time.

For any item referred to two or more Town Council Standing Committees that may result in a proposed ordinance, the Committees should resolve any differences before the proposed ordinance is recommended to the Town Council for the setting of a public hearing date.

15. Each Committee agenda will be prepared and posted not less than twenty-four hours prior to the regular meetings in accordance with CGS Section 1-225 (c).

Each Committee Chairperson will ensure that written minutes are submitted and electronically distributed to all Town Council members using the town's internet website. Roberts's Rules of Order will govern minority reporting. Committee Chairpersons will provide written reports using the meeting portal and give a verbal synopsis or outline of the report during the Committee Reports of the Town Council meeting.

Committees may conduct all of their in-person meetings in a Hybrid Format enabling both in-person and remote participation, providing the appropriate technology and equipment is available at the physical meeting location, in accordance with Policy #2022-03-23-01 "*Policy and Guidelines for Meeting Participation*".

16. All voting for the transaction of business and the setting or staying of rules of procedure will be by roll call taken alphabetically, but starting at a random name established by the Town Council's Administrative Assistant.
17. In the absence of the Town Council Chairperson, a Town Council Chairperson Pro-tem, will be appointed on a lottery basis and as Town Council Chairperson Pro-tem, will sign all ordinances or resolutions passed at the meeting over which they preside. They will also perform all other duties of the Town Council Chairperson at that meeting.
18. All ordinances and resolutions will be confined to one subject which will be clearly stated in the title.
19. All ordinances and resolutions will be presented to the Town Council in writing by the Town Council member introducing such items.
20. The Town Council may, by majority vote, limit remarks of all members to a specified length of time in debating a particular subject.
21. When an Executive Session is necessary, reasons for such a session and all persons who will be in attendance will be publicly stated and all other requirements of the Freedom of Information Act will be adhered to. A two-thirds vote of the Town Council members present will be necessary to go into Executive Session.

22. Members will confine their remarks in debate to the pending question and must avoid personalities or improper motives.
23. The Administrative Assistant will be the custodian of all papers, correspondence, magnetic/electronic media and records of the Town Council and will keep for public inspection a journal of its proceedings, including all roll call votes by the Town Council and such further details of the proceedings of the Town Council as may be approved by a majority vote.

In the event the Administrative Assistant is not present at the Town Council meeting when the Chairperson calls a meeting to order, the Town Council Chairperson will appoint an Administrative Assistant Pro-tem to keep the minutes of that meeting.

The Administrative Assistant will file the record (minutes of each meeting) with the Town Clerk. All meeting records will be authenticated by the signature of the Administrative Assistant and the Town Council Chairperson or the Town Council Chairperson Pro-tem and will be posted on the town's internet meeting portal web site.

24. All requirements of the Charter of the Town of Ledyard with respect to the proceedings of the Town Council are to be strictly followed and no rules will ever be adopted by the Town Council which will be in conflict with the Charter.
25. The rules of the Town Council, excepting those specified in Chapter III, Section 3 of the Charter of the Town of Ledyard, may be altered, extended or repealed by an affirmative vote of five (5) members of the Town Council at any meeting of the Town Council, provided descriptive notice of the proposed changes will have been given in writing at a preceding regular meeting.
26. Any single rule may be suspended for the proceedings of any meeting of the Town Council upon an affirmative vote of seven (7) members present, the motion for suspension detailing the specific rule to be suspended and the reason for suspension.
27. The Town Council Chairperson or any Standing Committee Chairperson may be removed from their position of authority by an affirmative vote of at least six (6) other Town Council members. Such removal will in no way serve to restrict that person's duty, authority or responsibility as a Town Council member.
28. Beyond the aforementioned rules of procedure and for all situations not specifically covered therein, the Rules of Procedure for the Town Council and its Standing Committees will be those stipulated in Roberts Rules of Order.

Adopted by the Ledyard Town Council on: \_\_\_\_\_

, Chairman