

KILLINGLY TOWN COUNCIL
Rules of Procedure

ARTICLE I -- MEETINGS

Section 1. Organization Meeting

- a. Each newly elected Council shall meet for organization at eight o'clock the first Monday in December. Such meetings shall be called to order by the Town Clerk who shall administer the oath of office to all members, provided that in the absence of the Town Clerk the meeting be called to order and the oath administered by the duly appointed Assistant Town Clerk. (Charter Section 5)
- b. The newly elected Council shall consider all appointments by January 15th of the next year excluding the Town Attorney whose appointment is according to the Killingly Town Charter, Chapter IX. Administrative Officers and Departments, Section 902, Town Attorney

Section 2. Regular Meetings

- a. The regular meeting of the Council shall be held on the second Tuesday of each month at 7:30 p.m. in the Town Meeting Room, Killingly Town Hall, or such other time and place as the Council may designate by a majority vote at its preceding meeting.

Section 3. Special Meetings

- a. The Chairperson or the Secretary, upon written orders from the Chairperson or at least three (3) members of the Council, shall be empowered to call Special Meetings, and shall give notice of time and place of Special Meetings and reasons therefore by certified mail or by personal delivery to the normal places of residence of all Council Members, Town Manager and Town Attorney at least twenty-four hours before the time of such meeting.
- b. Citizen statements shall be heard by the Council at any special meeting. The statements shall be limited to the subject (s) which is (are) included in the call of the special meeting. Following citizen statements, Staff/Council shall have time to comment.
- c. No business shall be considered at any special meeting, notice of which has not been included in the call for such meeting.
- d. A newspaper or newspapers having general circulation in the Town shall be advised of such special meeting at least twenty-four hours prior to the time of said meeting.
- e. The Secretary shall certify upon the original copy of the notice filed with the records of the Council, by whom the meeting was called, the manner in which notice was given to the members of the Council and the Town Manager and when said notice was given.

Section 4. Emergency Meetings

- a. In case of emergency, as defined below, the Chairperson shall be empowered to call a special meeting by having the members notified by telephone or by messenger.
- b. An emergency shall be a condition requiring immediate preservation of the public peace, health or safety.

Section 5. General

- a. All meetings of the Council for the transaction of business shall be open to the public unless by an affirmative vote of two-thirds of the members present the Council shall vote in accordance with current State Statutes that any particular session shall be an executive session. (Charter Section 504)
- b. No one may speak to the record of the Council's minutes except Council Members, the Town Manager and the Town Attorney, except by permission of the majority of the Council Members present.

- c. No ordinance or resolution shall be adopted or appointment or removal made except in a meeting of the Council open to the public.
- d. All roll call voting shall be by voice, with the order of voting alphabetically rotating with the Council Members' last name, except that the Chairperson shall have the final vote.

Section 6. Quorum

- a. The presence of five (5) members shall constitute a quorum. No ordinance may be adopted by fewer than six (6) affirmative votes. Any other action, including any resolution, may be adopted by an affirmative vote of a majority of those Council Members present, provided said members present constitute a quorum.

ARTICLE II. THE CHAIRPERSON

Section 1. Method of Selection

- a. The Council shall at its organizational meeting proceed to choose one from its members as Chairperson to serve for the ensuing two years or until such time as his/her successor is duly chosen (Charter Section 502).
- b. The Council at its organizational meeting shall choose one of its members as Vice-Chairperson to perform the duties of the Chairperson during his/her absence or disability (Charter Section 502).
- c. In the event both the Chairperson and the Vice-Chairperson are absent or unable to perform their duties, such duties shall be performed during the period of such absence or disability by a member chosen by the Council (Charter Section 502).

Section 2. Duties of the Chairperson

- a. The Chairperson shall preside over all meetings of the Council and perform such other duties consistent with his/her office as may be imposed by the Council.
- b. The Chairperson shall not be deprived of his/her vote on any questions (Charter Section 502).
- c. The Chairperson, as well as any other Council member, shall be allowed and encouraged to participate in the debate on any question or issue before the Council.

ARTICLE III. SECRETARY TO THE COUNCIL

Section 1. Method of Selection

- a. The Council shall, by a majority vote of its entire membership, appoint a qualified person who is not a member of the Council to serve as Secretary to the Council (Charter Section 503).

Section 2. Minutes

- a. The secretary to the Council shall cause to be distributed the minutes of the previous meeting to all Council Members, Town Manager and Town Attorney.

ARTICLE IV. THE ORDER OF PROCEDURE

Section 1.

- a. The Order of Procedure of all regular meetings of the Council shall be as follows, unless the Council, by a two-thirds vote of the Council Members voting, shall suspend the rules:
 - 1. Call the Meeting to Order
 - 2. Prayer
 - 3. Pledge of Allegiance to the Flag

4. Roll Call
5. Adoption of Minutes of Previous Meeting
6. Presentations, Proclamations and Declarations
7. Unfinished Business for Town Meeting Action
8. Discussion and Acceptance of Monthly Budget Reports
9. Reports from Liaisons
 - a. Board of Education Liaison
 - b. Borough Council Liaison
10. Correspondence to Council
11. Citizen Statements and Petitions (individual presentations not to exceed 5 minutes; limited to an aggregate of 45 minutes)
12. Council/Staff Comments
13. Appointments to Boards & Commissions
14. Unfinished Business for Town Council Action(listing specific items, whenever possible)
15. Town Meeting Business
16. New Business (listing specific items, whenever possible)
17. Council Member Reports and Comments
18. Communications: Town Manager/Town Attorney
19. Executive Session
20. Adjournment

Section 2. Rules Governing Items

- a. Item 9. An elector may petition the Council, in writing, to include a new item on the agenda for the next regular meeting of the Council, but shall refrain from any discussion of said item except when the Chairperson, supported by majority consent of the Council Members present, shall suspend the rules.
- b. Item 10. A citizen's statement may be presented orally or in writing. All presentations by citizens under this Section shall be limited to an aggregate of forty-five (45) minutes for each meeting, and each citizen's presentation shall not exceed five (5) minutes unless otherwise indicated by a majority vote of the Council. These time limits shall be shown on the agenda and shall be announced by the Chairman at each meeting. Each citizen recognized shall state his/her name and address. In the event that an item is added to the agenda after the citizen comments portion of that meeting, then there shall be additional citizen comments and staff/council comments limited to that item.
- c. Item 17. Whenever possible, the Town Manager shall itemize on the agenda those topics on which he/she will report. This does not preclude, however, the reporting of other items not listed.

Any petitions by a citizen requesting Council action shall be in writing and state the citizen's name and address. If five (5) members of the Council shall so vote, such petition shall lie over to one of the next three (3) succeeding meetings of the Council, to be placed on the agenda and taken up during Item 9 of the regular order of business, but in no event shall such petition be acted upon at the meeting at which the petition is presented.

ARTICLE V. AGENDA

- a. The Chairperson, Vice-Chairperson, and the Town Manager shall be responsible for preparing the agenda for all regular meetings of the Council and the Secretary shall see that copies are distributed to all members of the Council at least forty-eight (48) hours before the meeting.
- b. Items for the agenda of any regular meeting of the Council may be submitted at the prior meeting of the Council by the Chairperson, the members, Town Manager and Town Attorney.
- c. A newspaper or newspapers having a general circulation in the Town shall be advised by the Town Manager of the agenda for a Council meeting open to the public at least forty-eight (48) hours before said meeting.

ARTICLE VI. ORDINANCES AND MOTIONS

- a. All ordinances shall be introduced in written form.
- b. At least one public hearing shall be held by the Council before any ordinance shall be passed (Charter Section 506).
- c. Before any ordinance shall be acted upon, it shall be reviewed by the Town Attorney and such corrections as shall be deemed necessary to insure accuracy, etc., as well as constitutionality and legality with existing ordinances or statutes, shall be submitted by him/her to the Council.
- d. Emergency Ordinance shall be only for the immediate preservation of the public peace, health and safety (Charter Section 507).

ARTICLE VII. APPOINTMENTS TO BOARDS AND COMMISSIONS

- a. The Town Council shall be responsible for appointments to all boards and commissions, which shall include any temporary board, commission or sub-committee under the jurisdiction of the Town Council. All appointments shall be regulated by the Town Charter and State Statute, where appropriate.
- b. No appointment to any board or commission, as identified above, shall be made by the Town Council for a term that begins during the term of a successive Council. In addition, the Town Council shall not make any new appointments without first having the opportunity to interview the appointee at a time and place designated by the Town Council.
- c. Each nominee shall be voted upon separately by the Town Council. More than one candidate may be nominated for each position and all nominees for a single position shall be voted on simultaneously by roll call using the nominees' names. In order to be approved, a nominee must receive a majority of those present and voting and provided further that the number of those present and voting must constitute a quorum of the Town Council as defined by the Town Council Rules of Procedures. If there are more than two nominees for a single position and no nominee receives a majority after the first round of voting, the low vote-getter will be deleted from the next vote.
- d. Although new appointments pursuant to Paragraph b. of this section must be interviewed by the Town Council a person may be nominated for other than a position for which he or she interviewed provided that person was interviewed within the last twelve (12) months by the standing Town Council and has requested consideration for that position.
- e. No person shall be nominated by the Town Council for a position (regular and alternate) on a board or commission for which he or she was previously nominated if the previous nomination was defeated by Council vote for a period of one year. This does not affect the right of the individual to request and be nominated for a different board or commission or to be nominated in the ensuing year.

ARTICLE VIII. TIME OF ADJOURNMENT

The time of adjournment for meetings of the Council shall be 11:00 p.m. unless this rule is waived by a two-third vote of the Council.

ARTICLE IX. PARLIAMENTARY AND CHARTER AUTHORITY

The last published edition of Robert's Rules of Order shall be the parliamentary authority in the Council except as otherwise provided in these rules; and except that should any of these rules be inconsistent with the provisions of the Charter, then the Charter shall prevail.

ARTICLE X. SUSPENSION OR AMENDMENT OF RULES

Section 1. Suspension of Rules

Any of these rules may be suspended by a two-thirds vote of the Council Members voting, provided that such action is not inconsistent with any provisions of the Charter.

Section 2. Amendment of Rules

Any amendment to these rules shall be submitted in writing at any meeting of the Council and may be adopted by the affirmative vote of not less than five (5) members at the next subsequent regular meeting of the Council.

ARTICLE XI. RECORDS

Section 1.

The Town Clerk shall maintain, in his/her office, an index of all Town Council meeting minutes along with a permanently bound copy of all such minutes. Such index shall be kept up to date by the Town Clerk.

Section 2.

All regular Town Council meetings, special Town Council meetings and Public Hearing and Town Meetings shall be recorded in an electronic format. Said recordings shall be stored by the Town Clerk in a designated place in his/her vault for a period of not less than two years and shall be made available to any member of the Town Council, the Town Manager or the Town Attorney or the public upon request. The recordings shall not be removed from the Office of the Town Clerk.

Section 3.

All regular Town Council Meetings, Special Town Council Meetings whose agenda item includes an action item to be voted on at that meeting and Public Hearings and Town Meetings shall also be recorded in electronic media. Said media shall be stored by the Town Clerk in a designated place in his/her vault for a period of not less than two years and shall be made available to any member of the Town Council, the Town Manager, the Town Attorney or the public upon request.

Adopted December 9, 1975
Revised December 3, 1979
Revised December 13, 1983
Revised March 13, 1984
Revised June 12, 1990
Revised January 13, 1992
Revised January 9, 1996
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Revised December 9, 2003
Revised January 13, 2004
Revised February 10, 2004
Revised April 2004

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Revised January 8, 2008
Revised March 11, 2008
Revised April 8, 2008
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Revised August 14, 2012
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