

**MEETING NOTICE/AGENDA**  
**LEGISLATIVE COUNCIL**  
**RULES OF PROCEDURE COMMITTEE MEETING**

**January 21, 2021**

**5:30 PM**

**Electronic Meeting Pursuant to Paragraph 1 of Executive Order 7B<sup>i</sup>**

**THIS MEETING WILL BE A 100% ELECTRONIC MEETING**

**LEGISLATIVE COUNCIL CHAMBERS AT MEMORIAL TOWN HALL WILL BE  
CLOSED PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDERS 7B and 7D**

Please click the link below to join the webinar:

<https://zoom.us/j/96032210583>

Password: Dragons

**Webinar ID: 960-3221-0583**

*\*If you experience difficulty signing in with the above link, scroll to the bottom of this agenda for alternate sign in instructions.*

**AGENDA:**

1. Call of the meeting
2. Establishing goals and timelines for work completion
3. Review of standing rules
4. Discussion of possible changes to the rules
5. Organization of work and research
6. Adjournment

**Scroll down for ZOOM sign in info**

**1. Join using Zoom from your computer, tablet or smartphone by using the following link:**

<https://zoom.us/j/96032210583> Password: Dragons

**2. If you already have the Zoom App or go to the Zoom.com website, simply select “join a meeting” and complete the following: Webinar ID: 960-3221-0583 Password: Dragons**

**Or iPhone one-tap :**

**US: +13017158592,,96032210583# or +13126266799,96032210583#**

**Or Telephone:**

**Dial (for higher quality, dial a number based on your current location):**

**US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128**

International numbers available: <https://zoom.us/j/aH73IUf9D>

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<sup>i</sup> Under Executive Order 7B Electronic Meetings are subject to the following: (a) The public shall have the ability to view or listen to each meeting or proceeding in real time, by telephone, video, or other technology; (b) Any such meeting or proceeding shall be recorded or transcribed, and such recording or transcript shall be posted on the Town's website within seven (7) days of the meeting or proceeding, and made available within a reasonable time in the Town Clerk's office; (c) The required notice and agenda for each meeting or proceeding is posted on the agency's website and shall include information about how the meeting will be conducted and how the public can access it; (d) Any materials relevant to matters on the agenda, including but not limited to materials related to specific applications, if applicable, shall be submitted to the agency a minimum of twenty four (24) hours prior and posted to the agency's website for public inspection prior to, during, and after the meeting, and any exhibits to be submitted by members of the public shall, to the extent feasible, also be submitted to the agency a minimum of twenty-four (24) hours prior to the meeting and posted to the agency's website for public inspection prior to, during, and after the meeting; and, (e) All speakers taking part in any such meeting or proceeding shall clearly state their name and title, if applicable, before speaking on each occasion that they speak.

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**1. General Provisions:**

**(a) General Purposes.** These Standing Rules of the Hamden Legislative Council (“Rules” or “Standing Rules”) shall govern the conduct of the Council and shall be interpreted to insure fair and open deliberations and decision making.

**(b) Organizational Meeting.** At the first meeting of the Legislative Council after a Town election, as set forth in Chapter IV, §4-3.A of the Charter of the Town of Hamden, the Council shall:

**(1)** Fix the time and place of its regular meetings and shall provide a method for the calling of Special Meetings and Emergency Meetings.

**(2)** Determine its own rules of procedure and may appoint such Standing or Special Committees (“Council Committees”) as it deems necessary as set forth in §4-3.A (1).

**(i)** Said Council Committees and their Chairs shall be appointed by the President, as may be appropriate.

**(ii)** The President, Majority Leader and Minority Leaders shall be members, ex-officio of all Council Committees; the President without a vote.

**(iii)** All committees shall have minority party representation.

**(3)** Elect a President and President Pro Tempore and the Council members from each political party shall elect a Majority Leader and a Minority Leader, respectively. The President and President Pro Tempore shall have such duties and responsibilities as shall be set forth in the Charter, Ordinances and these Rules.

**(c) Committees of the Legislative Council (2017-2019) pursuant to §1(b)(2), as follows:**

**(1) Municipal Planning and Properties Committee:** Building Board of Appeals, Building Department, Capital Projects and Town Buildings, including the Board of Education; Town Plan, Conservation and Development; Engineering Department; Bridges; and Laurel View Property operations.

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**(2) Public Works and Parks Committee:** Policy Board of South Central CT Regional Water District; Public Works Department; Recreation Department, Solid Waste and Recycling Commission; and, Transfer Station.

**(3) Public Safety and Protection Committee:** Animal Control Officer; Fire Department; Fire Commission; Police Department; Police Commission; Traffic Department; and Parking Authority.

**(4) Environment and Conservation:** Beautification; Clean and Green Commission; Conservation Commission; Farmington Canal Commission; Inland Wetlands Commission; Natural Resources and Open Space Commission; Energy Use and Climate Change Commission; and, Litter Enforcement Agent.

**(5) Economic and Development Committee:** Economic Development Department; Community Development Commission; Planning and Zoning Department; Zoning Enforcement; and Zoning Board of Appeals;

**(6) Finance Committee:** Assessor's Office; Board of Assessment Appeals; Finance Department; Purchasing Department; Risk Management; Tax Office; Tax Review Board; and Town Audit.

**(7) Administration Committee:** Ethics Board; Fleet Management; Registrar of Voters; Retirement Board; Town Attorney; Town Clerk; CTV; town technology requests; Technology Commission; Cable Advisory Council; and, Mayor's Office.

**(8) Education Committee:** Board of Education; and Public Schools.

**(9) Recreation and Culture Committee:** Arts Council/ Commission; Historic Properties Commission – History/Preservation; Human Rights and Relations Commission; Library; Library Board; Town Center; Parks and Recreation Commission; Arts, recreation and Culture Department; and, West Rock Ridge State Park Advisory Council.

**(10) Human Services Committee:** Community Services; Elderly Services; Youth Services; Youth Services Advisory Board; Disability Commission; Fair Rent Commission; Housing Authority; Mental Health Area Council; Quinnipiac Valley Health District; Sleeping Giant Day Care.

**(11) Settlement Committee:** All negotiated settlements.

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**(12) Personnel Committee:** Personnel Department; Personnel Appeals Board; Civil Service Commission; EEO/Affirmative Action; Collective Bargaining Agreement; and fact-finding reports.

**(13) Policy Committee:** Administration review and oversight (See, §10, below)

**(d) Ex Officio Council Assignments:**

- (1) Town Building Committee<sup>1</sup>;**
- (2) School Building Committee<sup>2</sup>; and,**
- (3) Natural Resources and Open Space Commission<sup>3</sup>.**

**(e) Quorum and Participation.** A majority of the total membership of the Council (or a Committee) shall constitute a quorum for the transaction of all business.

**(1)** The general rule is that Members of the Council shall participate in meetings in person; however, Members may be counted toward quorum, participate in meetings and act upon or vote on matters on the agenda by means of electronic equipment upon a determination of the President of the Council or Chair of a Council Committee, in said person's sole discretion.

**(2)** As part of such determination the President or, in the case of a committee, the Chair shall also establish that such participation is in compliance with the laws of the State of Connecticut as well as the rulings and opinions of the Freedom of Information Commission pertaining to public access and the conduct of public meetings.

**(f) Open Meetings.** All meetings of the Council and its committees shall be open to the public, except as otherwise permitted by the laws of the State of Connecticut.

**(g) Rules Pertaining to Council Leadership.**

**(1) Absence or Disability of President.** In the absence or disability of the President, the duties of the office shall devolve upon the President Pro Tempore, who shall serve until the President resumes official duties, or a successor to the President is chosen by the Council, or another Council is seated after a general Town election, whichever comes first.

**(2) Vacancies in Leadership.** Any vacancy in the offices of President or President Pro Tempore shall be filled by majority vote of the Council, and any

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vacancy in the offices of Majority Leader or Minority Leader shall be filled by majority vote of those Council members affiliated with the appropriate political party.

**(3) Council Clerk and Counsel.** There shall be a Clerk and may be a Counsel to the Council both of whom shall have such responsibilities as are set forth in the Charter. Said Clerk and Counsel, if any, shall work under the supervision of the President or such leaders of the Council as may be designated by the President.

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**2. Meetings — Time and Place:**

**(a) Regular Meetings of the Council Committees.** Regular meetings of the Council Committees shall be held 7:00 P.M. immediately prior to the Regular meetings of the Legislative Council, as set forth in §2(b), below; unless otherwise determined by the President or as set forth in §2(c) and (d), below. The entire committee agenda shall be posted as set forth in §3(c), below. A regular meeting of a Council Committee may be cancelled by the Chair.

**(b) Regular Meetings of the Legislative Council.** Regular meetings of the Legislative Council shall be held immediately following the regular meeting of the Council Committees on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Monday of each month. A regular meeting of the Legislative Council may be cancelled by the President.

**(1)** If the Monday of a regular meeting is a legal holiday, the meeting shall be held on the next day that is not a legal holiday. The regular meeting before the municipal election shall be rescheduled to the preceding Monday.

**(2)** The agenda for such regular meetings shall be set by the President and all requests for additions to the agenda, whether as a “Communication”, assignment to Committee or, if permitted by these rules, immediate consideration as “New Business” shall be directed to the President for purposes of inclusion on the agenda and appropriate public notice.

**(3)** The agenda shall include all items before the Legislative Council; such as, all proposed Ordinances, which shall include all amendments, revisions or repeals (“Ordinance” or “Ordinances”), Statutory Resolutions (“S.R.”), Resolutions, Orders, Motions or all other matters before the Legislative Council at such meeting or its committees immediately prior to such meeting (“Items” or “Legislative Items”).

**(c) Special Meetings convened by the President or, in the case of a Committee, the Chair.** Special Meetings of the Legislative Council and any Council Committees, convened in the discretion of the President or Chair, as the case may be, shall be held on not less than twenty-four (24) hours written notice delivered electronically to all Council members or to all committee members, as the case may be.

**(1)** Notice of such Special Meeting, including specific notice of any Public Hearing required by law or these Rules, shall specify the time and place of the Special Meeting and a description of the business to be transacted in the “Order of Business.”

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(2) The President or Chair, as the case may be, may cancel any Special Meeting called by said officer.

(3) Special Meetings shall be convened in accordance with the rule pertaining to submissions.

**(d) Special Meetings Convened by Members.**

(1) **Legislative Council.** In addition to the provisions of §2(c), above, Special Meetings of the Legislative Council shall also be called by the President upon written request of not less than four (4) Council Members. A Special Meeting of the Council may be cancelled upon written request of the Council Members who requested the meeting.

(2) **Council Committees.** In addition to the provisions of §2(c), above, Special Meetings of any Council Committee shall be called by the Chair of such committee upon written request of any two (2) members of such committee. A Special Meeting of the Council Committee may be cancelled upon written request of the committee Members who requested the meeting.

(3) **Business of such Special Meeting.** Such Special Meeting shall be scheduled within fifteen (15) days of such a request. Said request shall specify the business to be transacted.

(4) **Convening of such Special Meeting; Notice.** Upon receipt of any such written request the President or Chair, as the case may be, shall convene such meeting by a notice, delivered electronically, to all Council members or members of such committee, as the case may be, and by posting a notice thereof in the office of the Town Clerk and on the bulletin board outside of the Council Chambers, in compliance with state law.

(i) The notice shall state the place and time for said meetings as determined by the President or Chair, as the case may be, and shall set forth any Public Hearing required by law or these Rules.

(ii) Notices to Council members or members of committees shall be delivered electronically, on not less than twenty-four (24) hours written notice to all Council members or to all committee members.

(iii) Special Meetings shall be convened in accordance with the rule pertaining to submissions.



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**(e) Emergency Meetings of the Legislative Council.** Notwithstanding the foregoing, in the event a Public Emergency is declared, an Emergency Meeting of the Legislative Council shall be convened in accordance with Charter 5-5.D, as follows:

“...the Mayor or President of the Legislative Council may call an emergency meeting of the Council upon three (3) hours’ notice and may summon Council members to attend such meeting in such manner as the Council may prescribe by Ordinance<sup>4</sup>. Notwithstanding any provision of law or this Charter to the contrary, at such meeting, the Council may transact any item or items of business relevant to such emergency.”

Such request shall contain a description of the nature of the emergency and the business to be transacted as well as the proposed date, time and place of the meeting. The President shall cause notice of such Emergency Meeting of the Council, specifying the date, time and place of the meeting, the nature of the emergency and the business to be transacted to be posted in the Town Clerk’s Office and on the bulletin board in the hallway outside the entrance to the Council Chambers and to be delivered electronically to each Council member; or, in the event electronic communication is unavailable, in hand or at the residence or business of the Council member within (3) hours prior to such Emergency Meeting of the Council. In addition, the Clerk of the Council shall notify all Council members by telephone, if available, of the Emergency Meeting of the Council and shall include a record of such contacts in the minutes of the meeting of the Legislative Council.

**(f) Location of Meetings.** All meetings shall be held in the Council Chambers of Town Hall unless such is impracticable, or in specific cases, where the public interest requires otherwise, or when such other place shall have been specified in the notice and consented to by a majority of the members in attendance at such a meeting of the Council or a committee thereof. The Council Chambers shall be for the exclusive use of the Legislative Council, or any of its members, should they so desire, and their need shall take precedence over any use of the Chambers.

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**3. Submission Calendar and Agenda**

**(a) Pre-Meeting: Rules Pertaining to Submission**

**(1) Ordinances and Statutory Resolutions.** All proposed Ordinances and S.R. shall be submitted to the Submission Calendar as set forth in §3(a) (1), above.

**(2) Resolutions, Orders, Motions and Other Items.** Resolutions, Orders or Motions<sup>5</sup> and other votes of the Council shall follow the same procedure for Submission as Ordinances and S.R; with the exception that the full text of the item shall be provided at the time of submission.

**(3) Who May Submit.** Items may be submitted by any member of the Council, any committee thereof, or the Mayor or the Mayor's designated representative, Town Clerk or any Board of Commission of the Town.

**(4) Submission Calendar.** All submitted items shall be placed on the Submission Calendar as set forth in §§3(b) (1) and (2), below.

**(b) Posting, Delivery and Referral.**

**(1) Filing of Submission Calendar Items: 7<sup>th</sup> Business Day Prior to Council Meeting.** Items shall be submitted, in writing, with the Clerk of the Council for the Submission Calendar not later than the close of business of the seventh (7<sup>th</sup>) business day prior to next Regular Meeting or a Special Meeting of the Council.

**(2) Posting of Submission Calendar: 6<sup>th</sup> Business Day Prior to Meeting.** The Submission Calendar shall be posted on the town's website, in the Town Clerk's Office and on the Bulletin Board outside the entrance to the Council Chambers and the Government Center no later than the morning of the sixth (6<sup>th</sup>) business day prior to the next Regular or Special Meeting of the Council. Documentation shall be provided upon submission.

**(3) Referral by President.** All such submitted items and appointments shall be referred by the President to a Council Committee, or to the Committee of the Whole, as the President may determine. No such referral by the President to a Council Committee shall be required for any public emergency measure. The President shall so inform the Clerk of the Council of said referrals for the purpose of posting the agenda.

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**(4) Documentation of Submission Items: 5<sup>th</sup> Business Day Prior to Public Hearing or Committee Meeting.** All final language and documentation shall be provided to the Clerk of the Council not later than the fifth (5<sup>th</sup>) business day prior to the Public Hearing, in the case of Ordinances or Statutory Resolutions; or, committee meeting, in the case of all other Items. The Clerk of the Council shall thereafter electronically deliver copies of such final language and documentation to the all Council Members.

**(5) Supplemental Submission Information or Language Revisions: 3<sup>rd</sup> Business Day Prior to Council Meeting.** All supplemental information or language revisions shall be provided to the Clerk of the Council not later than the close of business the third (3<sup>rd</sup>) business day prior to the next Regular or Special Meeting of the Council.

**(c) Regular Meeting Agendas.** Agendas for regular meetings of the Council and Council Committees shall be posted on the town's website, in the Town Clerk's Office and on the Bulletin Board outside the entrance to the Council Chambers and at the Government Center no later than Friday morning of the week preceding the meeting.

**(1)** At the time of posting all final language and documentation shall be available for public inspection.

**(2)** The Clerk of the Council shall thereafter electronically deliver copies of the Agenda and all supplemental information and language revisions to all Council Members<sup>6</sup>.

**(3)** The Clerk of the Council shall prepare a sufficient number of copies of the Agendas for each meeting for distribution to the public in attendance.

**(d) Committee Meeting and Agenda.**

**(1) Committee Meetings.**

(i) Council Committee meetings and any Public Hearings, as set forth in §7, below, may be conducted prior to a Regular Meeting of the Council or at such time and place as the President or Council may order and may be adjourned from time to time.

(ii) Said Public Hearing shall be held not earlier than the Regular Meeting of the Council subsequent to the posting of the Submission Calendar; or, not earlier than the tenth (10<sup>th</sup>) business day

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following the posting of the Submission Calendar, in the case of a Special Meeting.

(iii) Copies of the Items shall be available as set forth in §3, above.

**(2) Placement on Agenda Following Referral.** Upon referral to a committee, the item will be placed on the committee agenda, by the Chair, for its next scheduled meeting following the Regular Meeting of the Council upon which the item had been submitted.

**(3) Role of the Chair.** After referral, the Chair of each Committee shall be responsible for the agenda Items for each meeting of the Committee.

(i) Notwithstanding the foregoing, the Committee Chair may remove (pull) an item from the Agenda for a sufficient stated reason. Reasons include, but are not limited to, seeking further information or seeking further clarification.

(ii) If a Committee Chair removes an item from the Committee agenda, the item may be restored by a two-thirds (2/3<sup>rds</sup>) vote of the Committee member present and voting.

(iii) All Committee Chairs shall be responsible for action minutes of committee meetings and shall file same with the Clerk of the Council or the Clerk's designee within twenty-four (24) hours of the adjournment of the Committee meeting.

**(4) Posting of Committee Agenda.** Committee agendas shall be posted on the town's website, in the Town Clerk's Office and on the Bulletin Board outside the entrance to the Council Chambers and at the Government Center no later than (i) Friday morning of the week preceding the meeting, if prior to a Regular Meeting; or (ii) twenty-four (24) hours prior to the day of a Special Meeting.

**(e) Action by Committee: Subsequent Meeting Requirement.** Items approved by a Council Committee will be placed on the full Council Agenda as "Consent Calendar" or "Regular Agenda" at the Subsequent Regular Meeting of the Council following the date of the committee meeting ("Subsequent Meeting Requirement"); unless eligible for addition as "New Business".

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**(f) New Business.** Notwithstanding the Subsequent Meeting Requirement, the following Items may be placed on the Order of Business as “New Business” any Resolution, Order or Motion approved by a Council Committee or Committee of the Whole, in spite of the Subsequent Meeting Requirement, under the following circumstances:

**(1) Waiver by President.** In the event the President waives such requirement as set forth in §9(c), below; or, at the request of a Committee of the Council; or

**(2) Two-thirds Vote of Council.** The Council adds the item by vote of two-thirds (2/3<sup>rds</sup>) of the Council present and voting.

**(3) Oversight Matters.** Any Resolution pertaining to the assignment of matters pursuant to the review and oversight functions, as set forth in §10.c), below. Said item may be immediately considered by the Council in and exempt from the submission and other requirements for the adoption of Resolutions by these rules.

**(4) Compliance with Subsequent Meeting Requirement.** No proposed Ordinance or S.R. shall be placed on the Council Agenda as “New Business” unless it complies with the Subsequent Meeting Requirement.

**(g) Communications.** Items that will appear on the subsequent Submission Calendar may appear as a “Communication” on the Order of Business.

**(h) Consent Calendar.** There shall be a Consent Calendar considered *in toto* at every Regular Meeting of the Council, the contents of which may only be approved by unanimous consent.

**(1) Unanimous Approval by Committee.** With the exception of Ordinances and S.R. all other Items approved unanimously in committee shall be placed automatically on the Consent Calendar of the Regular Meeting of the Council for which such Items appear on the notice and agenda.

**(2) Objection.** Any member who objects to an Item placed on the Consent Calendar, after the Consent Calendar is published in the agenda shall make an objection known to the President, who shall announce the objection during consideration of the Consent Calendar and shall cause the item to be removed from the Consent Calendar and appropriately placed in the “Regular Agenda”.

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**(3) Discretion of the President.** When the Consent Calendar is being considered, members may make brief comments on or ask questions about individual items on the consent calendar. If there appears to be substantial confusion or discussion on any one item, the President may remove that item from the Consent Calendar and appropriately place on the “Regular Agenda.” No proposed Ordinance or S.R. shall be placed on the Consent Calendar.

**(i) Unfinished Business<sup>7</sup>.** Unfinished business refers to matters carried over from a previous meeting; such as, (1) any matter that was pending when the previous meeting adjourned; (2) any matters on the previous meeting’s agenda that were not reached; or (3) matters that were postponed to the present meeting. All Items of unfinished business should be set forth on the agenda.

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**4. Conduct of Meetings:**

**(a) Submission Calendar: Posted in Advance of Meeting**

- (1) Submissions/Communications: proposed Ordinances, S.R., Resolutions, Orders or Motions from the Mayor, members of the Council or a Council Committee.

**(b) Prior to Regular Meeting**

- (1) Regular Meetings or Public Hearings of the Council Committees (each item before the committee shall be listed on a posted agenda)

**(c) Order of Business of Regular Meeting.**

- (1) Call to Order/Taking of the Roll
- (2) **Pledge of Allegiance and Moment of Silence**
- (3) Public Comment Session as required by Charter
- (4) Correspondence
- (5) Report of the President
- (6) Reports of Departments and Boards
- (7) Reports of Council Liaisons
- (8) Approval of previous minutes
- (9) Communications: proposed Ordinances, S.R., Resolutions, Orders or Motions from the Mayor, members of the Council or a Council Committee for the next Submission Calendar.
- (10) Consent Calendar (which shall not include proposed Ordinances or S.R.)
- (11) Regular Agenda (In the event the Regular Agenda is amended there shall be a second Public Comment Session required prior to consideration)
- (12) Unfinished Business
- (13) New Business, including a Second Public Comment session, if necessary (in the event New Business is added to the Agenda and prior to consideration by the Legislative Council in accordance with these Rules)
- (14) Executive Session, if necessary
- (15) Adjournment

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**(d) Order of Business of Special Meeting.**

- (1)** Call to Order/Taking of the Roll
- (2)** Pledge of Allegiance and Moment of Silence
- (3)** Public Comment Session
- (4)** Special Meeting Agenda
- (5)** Executive Session, if necessary
- (6)** Adjournment

**(e) Parliamentary Authority.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be the Parliamentary Authority of the Council and shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Charter, these Rules, or any special rules of order the Council may adopt.

**(f) Parliamentarian.** The President will appoint a Parliamentarian who may, but need not, be a member of the Council. If not a member of the Council, compensation will be established by the Council.



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**5. Public Comment Sessions before the Legislative Council.**

**(a) Agenda Items at Regular or Special Meetings of the Legislative Council.** A “Public Comment” session shall be held prior to the commencement of all Regular or Special Meetings of the Legislative Council.

**(1)** Said session shall be of thirty (30) minutes in duration or, until such time that ample opportunity has been provided for all wishing to address any item on the Order of Business if, in the discretion of the President, it is deemed necessary.

**(2)** Agenda Items include, but are not limited to, discussion of Items reported out of Committee prior to the last regular Meeting of the Council and placed on Consent or Regular Agenda or Unfinished Business.

**(3)** Each member of the public shall be allowed up to three (3) minutes to speak.

**(b) Items Not on the Order of Business of Regular or Special Meetings of the Legislative Council.** Regarding matters that are not on the Order of Business, the public shall be allowed up to ten (10) minutes/three (3) minutes each to address matters concerning the Town of Hamden that are, in the discretion of the President, within the purview of the Legislative Council.

**(c) Additional Public Comment Sessions; Amended Agenda Items at Regular Meetings.** When an Item is added to the Agenda as “New Business”, additional “Public Comment” will be permitted to allow the public to speak on such Item before such item is considered by the Council.

**(1)** The President may limit or extend this privilege as deemed appropriate; however, in the event deemed appropriate, the public may have up to three (3) minutes to speak.

**(2)** No proposed Ordinance or S.R. shall be an amended item unless it complies with the provisions of §8(e), below, under no circumstance.

**(d) Procedures for Public Comment Session.** Upon recognition by the President, each person addressing the Council shall step to the podium, state one’s name, address and group affiliation (if any) and speak clearly to the microphone; remarks should be directed to the Council as a body.

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**(e) Public Comment Session at Council Committee Meetings.** Prior to the start of all free-standing Council Committee meetings, the public shall have the opportunity to address the members on matters included within the Agenda of the Committee or during the Public Hearing, if any. The public shall be allowed three (3) minutes each to address agenda Items.

**(f) General Rule.** The President should ensure that the public shall confine their remarks to the agenda item under discussion and shall avoid all personalities and imputing improper motives to any member.

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**6. Council Committees.**

**(a) Committee Operations.** The Items within the jurisdiction and authority of the Committee, as set forth herein, shall be acted upon the committee members only.

**1)** Council members who are not members of the Committee may raise brief questions at any Regular Meeting of a Council Committee upon being recognized by the Committee Chair or temporary presiding officer; only after the Chair or such officer has inquired of and determined that all members of the Committee have either spoken or chosen not to do so.

**2)** Under no circumstance shall Council members who are not members of the Committee participate in the debate and deliberation of Items in Committee; especially in light of their ability to exercise their privilege to participate in debate at the meeting of the Council where the matter will be considered.

**(b) Committee Dialogue.** Committee chairs should ensure that Committee members, other Council members and other public speakers confine their remarks to the agenda item under discussion and shall avoid all personalities and imputing improper motives to any member. Committee members, other Council members and others shall address and be recognized by the Chair before speaking and the Chair shall determine the order and number of times each person speaks.

**(c) Unavailability of Chair.** In the event the Chair of a Committee is unavailable at a Committee meeting the Committee shall be chaired by the Vice Chair and in the absence of the Vice Chair by the Majority Leader.

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**7. Adoption of Ordinances and Statutory Resolutions.**

**(a) Ordinances: When Required.** An Ordinance shall be utilized as specifically required by the General Statutes and further defined in the Charter<sup>8</sup> or ordinances<sup>9</sup>.

**(b) Statutory Resolutions<sup>10</sup>: When Required.** A Statutory Resolution shall be utilized when a necessary legislative action is required by General Statutes in order to utilize the provisions of State enabling legislation. Statutory Resolutions shall be enacted in the same manner as an Ordinance under the provisions of this Charter; except may be subject to a waiver of the rules pertaining to final consideration.

**(c) Requirements for Ordinances and Statutory Resolutions.**

**(1) Written or Printed.** Every proposed Ordinance and S.R. shall be in writing or printed form and the sponsor shall file such Ordinance with the Clerk of the Council.

**(2) Single Subject.** Every proposed Ordinance or S.R., except the budget ordinance or any budget amendment, a bond ordinance and an ordinance making or rearranging a general codification of ordinances, shall be confined to a single subject, which shall be clearly expressed in its title.

**(3) Revision, Amendment or Repeal of Existing Ordinance.** All proposed Ordinances which revise, amend or repeal existing ordinances shall set forth in full the section or subsection to be revised, amended or repealed and if it is to be amended shall indicate matter to be omitted from the revised section or subsection.

**(4) Enacting Clause.** The enacting clause of all Ordinances shall be: "Be it ordained by the Legislative Council of the Town of Hamden;" and S.R. shall be: "Be it resolved, in accordance with the requirements of state law, by the Legislative Council of the Town of Hamden."

**(d) Public Hearing Requirement for Ordinances and S.R. and Committee Review for Other Items.** Following placement and posting of the Submission Calendar, all proposed Items shall be referred by the President to a Council Committee or Committee of the Whole, by the President for a Public Hearing, in the case of Ordinances and S.R.; or, a Committee Review, in the case of all other Items.

**(1) At least, one Public Hearing for Ordinances and S.R.** At least one Public Hearing shall be held by suitable committee of jurisdiction or

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Committee of the Whole, before any Ordinance or S.R. shall be passed. No vote shall be taken upon any proposed Ordinance or S.R. until the same shall have been referred to, heard by and reported upon by said committee based upon the record.

**(2) Notice of Public Hearing.** Notice of said Public Hearing, setting forth the time and place of the public hearing and title or statement of purpose, shall be given pursuant to §4-3.B of the Charter; however, all final language and documentation shall be provided as set forth in §3(b) (4), above.

**(3) Public Emergency Measures Exception.** These Rules do not apply to any proposed Item which is deemed to be a public emergency measure, as set forth in §5-5.E (4) of the Charter (“Public Emergency Measure”).

**(e) Council Action on Items Disposed of by Committee: Subsequent Meeting Requirement.** Council action on Items disposed of by Committee, following Public Hearing or Committee review, shall occur, at the earliest, at the Subsequent Regular Meeting; or, in the event a Special Meeting is noticed, at least ten (10) business days following dispositive action by the Committee. The Committee transmittal shall include a record of all amendments to the proposed Ordinance or S.R.

**(f) No Waiver of Subsequent Meeting Requirement for Ordinances and S.R.** Said Subsequent Regular Meeting requirement shall not be waived or dispensed with, unless such Ordinance or S.R. is deemed to be a Public Emergency Measure.

**(g) Amendment of Proposed Ordinance or Statutory Resolution.** The Council shall have the option to approve or reject an amended Proposed Ordinance or S.R. at the Subsequent Regular Meeting; or, if adjourned at a meeting thereafter; or, a Special Meeting, noticed as set forth in these Rules; or, to reassign the entire matter for another Public Hearing as an original ordinance.

**(1) Amendment by Committee.** A Committee, including a Committee of the Whole, may make such changes or alterations in the form or content of the proposed Ordinance or S.R. as it deems appropriate or necessary as a result of the public hearing held in connection therewith. Such changes, additions or alterations shall not require further public notice; unless it is deemed to be a “Substantial Amendment” as set forth in §8(g) (3), below.

**(2) Amendments to Proposed Ordinance or S.R.** Any amendment to a proposed Ordinance or S.R. shall (i) be in writing; (ii) set forth in full the language to be revised, amended or repealed; and (iii) indicate the matter to be

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omitted from the revised section or subsection utilizing a comprehensible redline application or program.

**(3) Substantial Amendment.** All amendments by Committee and in plenary be subject to a determination of the President as to whether the amendment is substantial.

**(i)** In the event the President rules the amendment is substantial, the proposed Ordinance or S.R., as amended, shall be republished and assigned for public hearing by the Committee which reported the Item, as provided in the case of a newly introduced Ordinance or S.R. (including a Public Hearing); and, again, deliberated and acted upon by the Committee, and, then returned to the Council for deliberation and final legislative action.

**(ii)** If the amendment proceeds and is stricken from the proposed Ordinance or S.R., the Item may be finally acted upon at that meeting.

**(iii)** This provision shall not apply to the budget process as set forth in the Charter.

**(h) Advice of Counsel.** Following the introduction of any Ordinance or S.R. it shall be the duty of the Town Attorney or, in the event of a conflict of interest, Counsel to the Council, to examine it for form and legality and to provide written advice at the time of submission. The advice shall review its legal effect regarding:

**(1)** its wording so as to avoid conflicts with this Charter, the laws of the State of Connecticut, or any other Ordinance of the Town; and,

**(2)** its compliance with any applicable case law concerning the subject matter of the Ordinance.

No Ordinance or S.R. shall be passed unless written opinion is on file in the office of the Council Clerk and Town Attorney.

**(i) Final Legislative Action.** The Council shall proceed and act upon the proposed Item and, if adopted shall transmit said Items to the Mayor in accord with the procedures set forth in the Charter.

**(j) Effective Date: Ordinances and Statutory Resolutions.** As set forth in §4-7.D (1) of the Charter.

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**8. Adoption of Resolutions, Orders, Motions and Other Votes of the Legislative Council.**

**(a) Procedures.** As set forth in the Charter and these Rules are they shall pertain to Ordinances and Statutory Resolutions, except as otherwise set forth in these Rules.

**(b) Public Hearing Not Required.** Notwithstanding the foregoing, there shall be no public hearing requirement for Resolutions Orders or Motions of the Council, as defined by the Charter; however, the item shall be considered and acted upon by a Council Committee or Committee of the Whole.

**(c) Waiver.** The Subsequent Regular Meeting requirement for any Resolution, Order or Motion approved by a Council Committee may be waived by a ruling of the President, or at the request of a Committee, and approved by the Council in accordance with §§3(f) (1) and (2), above, for a sufficient stated reason and placed on the Order of Business as “New Business”. Reasons include, but are not limited to, urgency of the matter (i) due to a statutory or contractual deadline; or, (ii) for an identifiable and articulated matter of public interest. Said ruling may be challenged by an appeal moved by one member and second by another. A majority of tie vote shall sustain the decision of the President<sup>11</sup>.

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**9. Review and Oversight Functions of the Legislative Council.**

**(a) Purpose.** The Council or a committee thereof, may examine, analyze, review or inquire into any and all matters pertaining to the Town and its departments, subject to the laws of the State of Connecticut and the Charter and Ordinances of the Town. In conducting such inquiries and review the Council or a committee thereof shall have access to all publically available records thereto appertaining, unless otherwise entitled to the records or information by law. The intent of this provision to ensure that the investigative role of the Council is fulfilled in furtherance of its legislative function to oversee the condition of Town and its administrative functions under law and in accord with the requirements of the general and capital fund budgets. The specific intent of any review and oversight is to rectify issues, if any; and, if so, to effectuate change through subsequent legislative remedial action.

**(b) The Policy Committee: Composition.** There shall be a Policy Committee, which shall be comprised of the President, Majority Leader Minority Leader and up to four (4) additional members appointed by the President. The additional members shall be members of committees with subject matter jurisdiction over the item subject to review by Policy Committee. The Policy Committee may address multifarious issues, simultaneously, utilizing multiple panels to which the President shall appoint additional members assigned to different subjects. Each panel shall be identified by the subject matter under review.

**(c) Assignment of Review and Oversight Functions.** In the event a matter requiring review and oversight is identified by the President or a two-thirds (2/3<sup>rd</sup>s) vote of the members of the Council present and voting, said matter may be assigned to the following, as identified in the action creating such entity: (1) Council Committee of appropriate jurisdiction; (2) Ad hoc committee (named by the President) of limited duration; or, (3) the Policy Committee. The President and Council should identify and the Council should authorize funds, if required, to conduct the review and oversight activities of the committee.



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**10. Formal Requests for Information or Legal Advice.**

**(a)** The President, President Pro Tem, Majority Leader or Minority Leader (“Leadership”) may: (1) request information from the Mayor or the Mayor’s designee; or, (2) seek legal advice or counsel from the Town Attorney or Counsel to the Counsel within the exercise of their official legislative powers, functions and duties. Committee chairs and other members shall direct their formal committee and individual requests, respectively, through the Leadership.

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**(b)** All such requests shall be logged by the Clerk of the Council and shall be managed by the Leadership. All information requests shall have an initial response time, subject to reasonable requests for additional time by the appropriate administrator or officials and shall be tracked to assure completion in a timely manner. All requests and responses shall be shared with the entire membership of the Council.

**(c)** All legal opinions requested through the Leadership shall be noted on the website of the Legislative Council, unless privileged in the opinion of the Town Attorney, Counsel to the Counsel or other attorney providing said opinion.

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**11. Council Protocols.**

**(a) Order and Decorum: Comments to the Question Under Debate.** Meetings are to be conducted in a business-like manner with proper decorum exhibited by all members. No member shall delay or interrupt the proceedings or the peace of the City Council or disturb any member while speaking or refuse to obey the orders of the President, who shall be responsible for preserving order and decorum.

**(1) Recognition.** When a member of the Council is about to speak in debate, the member shall seek recognition and respectfully address the President; and upon being recognized the member shall, in a courteous manner, confine comment to the question under debate. When two or more members seek recognition at the same time, the President shall name the member who is to speak first.

**(2) Debate.** Members shall value each other's time; accordingly, no member shall speak more than once on a question to the prevention of any other whom has not spoken, not more than twice without the consent of the President. The Chair of the Committee which reported the item shall have the privilege of speaking first and last upon said item. No member shall be mentioned in debate by name, but may be referred to by such designation as will be intelligible and respectful.

**(3) Impugning the Motives of Another Member.** Members shall respect each other's opportunity to speak. During debate members of the Council shall avoid personalities, or imputing to any member or impugning improper motives on the part of another member on the floor or in committee.

**(b) Interruption of Debate.** No member speaking shall be interrupted by another, but by a point of order. If any member, in speaking or otherwise, transgress the rules of the Board, the President or committee chair shall, or any member may, call to order, in which case the member so called to order shall sit down, unless permitted to explain. Where there is an appeal to the Board, and decision in favor of the member called to order, that member shall be at liberty to proceed; if otherwise, that member shall not be permitted to proceed without leave of the President or committee chair.

**(c) Personal Privilege.** The right of a member to address the Council on a question of personal privilege shall be limited to cases in which the member's integrity, character or motives are assailed, questioned or impugned.

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**12. Other Legislative Actions.** The legislative actions of the Council, including, but not limited to, notice of such actions, selection of independent auditors and approval of Mayoral appointments, shall be conducted in accordance with the Charter.

**13. Liaison.** From time to time the President of the Council may appoint Council members to serve as liaisons to any Town Department, Board or Commission which is new; has changed its purpose or function; and/or which has not already been assigned to a committee.

**14. Rules.**

**(a)** Any Standing Rule of the Legislative Council may be suspended by a two-third (2/3<sup>rds</sup>) vote of the Council members present and voting. Suspension of the Rules shall be for a specified purpose. Upon accomplishment of that purpose, any rule suspended shall be again in force.

**(b)** Amendments to these Standing Rules shall be submitted in writing and may be submitted at any meeting of the Council. A majority vote of those Council members present and voting at the next Regular Meeting of the Legislative Council shall be required for adoption.

Adopted by the Legislative Council: July 1, 2019 (Version 16)  
Effective Date: August 1, 2019

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<sup>1</sup> Resolution, dated 28 December 2009

<sup>2</sup> Resolution, dated 10 October 2002 pursuant to Conn. Agencies Reg. §10-287c-11

<sup>3</sup> Ordinances §33.27(A).

<sup>4</sup> Note: Notice of an emergency meeting must be established by ordinance.

<sup>5</sup>See, Charter §1-4.T, as follows: ““Order” or “Motion”, as set forth in the Charter means a legislative action conferring authority to do a specified act, including, but not limited to, the approval of Mayoral appointments<sup>5</sup>, proposed contracts or other matters upon which are conferred temporary power or authority which when its purpose has been accomplished it ceases to require further authority. Orders and Motions shall be enacted in accordance with the provisions of this Charter.”

<sup>6</sup> Note: The day of the meeting shall not be counted when determining the number of “business days” prior to a meeting.

<sup>7</sup> Note: The presiding officer should know if there are any items to be considered under unfinished business. As a result, the presiding officer should not ask, “Is there any unfinished business?” Instead, the presiding officer should

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simply state the question on the first item of business. If there is no unfinished business, the presiding officer should skip this category of business.

<sup>8</sup> See, Charter §1-4.U(1) – (3), as follows: (1) To establish rules or regulations of general municipal application, the violation of which may result in the imposition of a fine or other penalty; (2) To create a permanent local law of general applicability [See also, C.G.S. § 7-158(b)(2)]; and (3) To accomplish other objectives permitted by the General Statutes as may be enacted in accordance with the provisions of this Charter. Ordinances would include but not limited to establishing compensation plans pertaining to personnel not covered by collective bargaining agreement; notwithstanding the foregoing, specific compensation adjustments shall be made by order of the Council in the same manner as a budget amendment or levying a tax. In addition, it would be appropriate to the creation, alteration or abolition of any agency, office or employment, or assigning or reassigning the same to departments (unless otherwise contained in the Charter).

<sup>9</sup> See, Ordinances §36.03 which covers issuance of bonds. This would probably apply to the authorization of borrowing of money, including notes.

<sup>10</sup> See, Charter §1-4.AA.

<sup>11</sup> Note: The question on appeal is as follows: "Shall the decision of the chair be sustained? Those in favor of sustaining the chair's decision, say 'aye'. Those opposed to sustaining the decision, say 'no'."