

**RULES GOVERNING THE ACTIONS OF THE CITY COUNCIL  
2019-2021 SESSION -WEST HAVEN, CONNECTICUT**

1. The Chairman, or in the Chairman's absence, a temporary Chairman elected for the meeting by a majority vote of the members present, shall preside over all meetings of the Council.
2. Seven (7) members present at any meeting, with the exception of Committee Meetings wherein three (3) members are present, shall constitute a Quorum. However, no Ordinance, Resolution or Vote, except to adjourn, fix the time and place of subsequent meetings or questions of order, shall be decided or adopted by less than seven (7) affirmative votes, or three (3) in the case of Committees. No proxy or absentee votes shall be permitted at any meeting.
3. The Chairman shall preserve Order and Decorum at all times. The Chair shall be permitted the right to speak and vote on any question before the body and shall decide all questions, subject to appeal, before the body. No other business may be transacted in the event of appeal, until the question under appeal is decided.
4. A member wishing to speak shall first, respectfully address the Chair, and upon recognition, shall proceed. Speakers are to confine themselves to the question at hand refraining from interjection of personalities and imputing to improper motives.
5. Motions made and duly Seconded shall be reduced to writing by the clerk and restated to the Body by the Chairman prior to movement. When a question is under debate no motion shall be in order except to: Adjourn, Table, Postpone to date certain, Postpone indefinitely, Commit, Amend (in which several alternative motions shall have precedence) and Previous Question. A Motion for Adjournment is always in order. Conduct of all Motions shall be as prescribed by Robert's Rules of Order, Newly Revised Edition.
6. The maker of a Motion or its Secunder, may withdraw at any time prior to decision or amendment of original Motion.

7. No speaker shall be interrupted by another except to Call to order, Privilege Information or Objection to Consideration. The Chairman shall decide all of the aforementioned and shall be sustained except through Appeal of the Chair.
8. No speakers shall address the Body more than once on a question to the prevention of another who has not spoken. The Chairman shall determine rotation of all speakers.
9. Any member may request a Roll-Call vote on questions before the Body. Roll-Call votes shall require the Clerk to poll, and record the vote starting with the Council Members-at-Large, alphabetically and the remaining Council Members by District enumeration commencing with the First District. Unless otherwise requested, voting shall be viva-voce. The Chairman will vote last, in the event of a tie the Chairman must cast a vote. The Chairman shall announce the outcome of all voting.
10. Regular Meetings of the Council shall be conducted on the Second and Fourth Mondays of each month commencing at 7:05 P.M. excepting the months of July and August when the Regular Meeting shall be conducted on the Fourth Monday only, during each month. Should any Regular Meeting fall on a National Holiday, said Regular Meeting shall be conducted on the next business day thereafter. Recognition of the flag of the United States shall precede a public information session which shall be held prior to each regular meeting commencing at 7:00 P.M. and continuing until such time as the Chair is satisfied that ample opportunity for all wishing to address the Council has been provided or until continuance of the session would compromise the responsible conduct of the Regular Council Meeting. City Council members wishing to address the body will do so under New Business and not during the Public Speaking portion of the meeting.
11. Special Meetings of the Council may be called by the Mayor, the Council Chairman or any seven (7) members of the Council, by advising the Clerk of the date and purpose of said Special Meeting. No business shall be discussed or entertained at the Special Meeting except that for which the Special Meeting has been called. Before such Special Meeting begins the Chairman of the Council will set aside time at which the public may address the Council. Remarks made by the speakers shall be confined to the subject of the Call of the Meeting. The Clerk shall immediately notify all Members of the Council and parties to the meeting.

12. Committee Meetings of the Council may be conducted on each Wednesday of every month. Committee Meetings scheduled for other than Wednesdays shall be called Special Meetings. The Committee Chairman, in conjunction with the Clerk, shall send notification thereof, to respective members of each Committee so scheduled pursuant to CT General Statutes 1-225. Such notifications are to include referral from the City Council, its Chairman and whatever the Committee Chairman deems appropriate. A Public Information Session may precede each Committee Meeting, the length and duration of which is at the discretion of the Committee Chairman. All Committee meetings of the Council shall be open meetings with the special exception as stated in the CT General Statute 1-200.

13. At each Regular meeting of the Council at 7:05 P.M., the Order of Business shall be as follows:

- FIRST: Approval of the Journal of the preceding meeting(s)
- SECOND: Petition and Communications
- THIRD: Recess- Committee Meetings
- FOURTH: Unfinished Business
- FIFTH: Report of Committee(s)
- SIXTH: Action on Ordinances Previously Presented
- SEVENTH: Council Liaison Reports
- EIGHTH: New Business
- NINTH: Adjournment

14. No matter requiring action by the Council shall be considered unless a paper initiating the matter is received by the Clerk or Council Office on or before noon of the Tuesday preceding the meeting at which the matter is to be introduced. The Clerk shall notify all members of the Council of matters so received for said meeting. The Call of the meeting, the Agenda, and a copy of the preceding Meeting's Journal shall be supplied to each Member of the Council by the Clerk.

15. There shall be the following Standing Committees of the Council:

Committee on Charter Revision

Committee on Education

Committee on Finance

Committee on Health, Welfare, & Safety

Committee on Housing, Planning, & Recreation

Committee on Legislative Matters

Committee on Personnel and Civil Service

Committee on Public Lands

Committee on Public Works

Committee on Redevelopment

Committee on Street & Squares

Committee on Sustainability (formerly Environment, combines Recycling)

Committee on Tax Deferral

16. Standing Committees of the Council shall consist of not less than (3) nor more than (5) Members appointed by the Chairman. Minority representation shall be provided on each Standing Committee. The Chairman of the Council shall be an Ex-Officio Member of all Council Committees, without the right to vote, in Committee.

17. The Council may, from time to time, authorize the Chairman to appoint Special Committees, which must include Minority Representation, for the purpose of conducting any business it deems necessary. Special Committees and Standing Committees may conduct Public Hearings on any matter as it may designate.

18. All reports of Committees of the Council, appointed by the Chairman shall be in writing and accompanied by a form of such order or resolution as they may recommend for the action of the Council.

19. It shall be the duty of every Committee Chairman to whom a matter is referred, to report, thereon, within one month or request of the Chair for further time to study.
20. No Committee of the Council shall act by separate consultation and no reports, other than Minority Reports, shall be received unless agreed upon in the Committee actually assembled.
21. In the absence of the Clerk, the Chairman of the Council shall designate a Clerk Pro Tempore.
22. The Clerk shall maintain an adequate Journal of all Council meetings. The Clerk shall not, however, be required to include speeches as part of this Journal. Any formal statements made for the Journal by a Member of the Council, shall, if verbatim quotation is desired, be presented in writing to the Clerk.
23. The Clerk or the Secretary to the Council shall notify all Members of the Council of any Public Hearings, Regular or Special Meetings or Committee Meetings to be conducted.
24. The Clerk shall issue all public notices and advertisements of the Council at the direction of the Chairman.
25. The Council shall follow the procedure below with regard to any request involving the sale of City owned property:
  - A. Any party wishing to purchase property owned by the City of West Haven shall present a written communication to the Council describing the property and stating the intended use of the property described.

No action on such request may be taken prior to being submitted to the appropriate Council Committee.
  - B. The Communication shall be placed on the Council Agenda and referred to the appropriate Standing Committee by the Chairman. The Standing Committee shall research the matter and determine whether the interest of the City of West Haven would be best served by the sale of said property.

- C. Upon report of the Standing Committee and favorable action by the Council, the Clerk shall cause to be published a Legal Notice describing said property and offering same for public sale. He/she shall request sealed bids be forwarded to the Office of the City Council and designate a time and place for the opening thereof.
- D. The Council, through the Standing Committee previously assigned, the matter, shall review all bids received and shall have sole authority to accept or reject any and all bids received.

26. Public Hearings of the Council shall be conducted in accordance with the following:

- A. All parties desiring to speak on the matter at hand shall approach the speaker's area and, after recognition by the Chairman shall proceed by stating their name and address for the Journal.
- B. Any speakers may pose, through the Chairman, any question pertinent to the matter under discussion. The question so posed may be answered by the person designated by the Chairman.
- C. No member of the Council shall be permitted to engage in debate at any public hearing but may answer questions, posed and referred by the Chairman, during the course of the Public Hearing. Questions in turn may be posed to the public by a Member of the Council after recognition by the Chairman.
- D. On the completion of three (3) calls for the public to address the Council initially or further, without response the Chairman shall close the hearing on the subject at hand.
- E. Mechanical recording devices may be used at a Public Hearing or Meeting of the Council for further deliberation.

27. Rules contained herein may be suspended by a majority vote of not less than seven (7) members.

28. Amendments to any Rule contained herein, shall be submitted to the Clerk in writing at any meeting of the Council and shall be adopted by not less than seven (7) votes at any subsequent meeting of the Council but not later than passage of Three (3) regular Meetings.

AMENDED MARCH 9, 2020

29. All points of order or procedure not provided herein shall be determined by the Chairman from application of Robert's Rules of Order, Newly Revised Edition, which will be available at all Council meetings.

30. (CREATED MARCH 9, 2020) Emergency Meetings of the City Council under Emergency Declarations

(1) Should an Emergency Declaration be issued by the State of Connecticut or the City of West Haven and such Emergency Declaration prohibits and or prevents the City Council to meet in person to conduct business for a Regular, Special, Committee, or Emergency meeting, the City Council may meet via electronic means or methods to conduct the meeting. (2) The Clerk of the City Council shall be responsible for cataloging actions taken and minutes of the meeting.

APPROVED AND ADOPTED THIS 9TH DAY OF DECEMBER 2019.  
(SECTION 30. AMENDED MARCH 9, 2020.)

STACY RICCIO  
CLERK OF THE COUNCIL