

City of West Haven City Council Electronic Meeting Procedure

Section 1 – Rules: These Rules shall govern the procedures followed by the City of West Haven for the conduct of Council meetings via electronic methods pursuant to Council Rule #30, Governor Lamont’s Executive Orders 7B & 7C, State law and the City Charter.

Section 2 – Open Public Meetings Act: the Council shall comply with the provisions of the Open Public Meetings Act in the conduct of all meetings to which said Act is applicable given Governor Lamont’s Executive Orders 7B & 7C.

Section 3- Meeting Notices: City Council meeting and hearing notices will be published on the City Council’s website. Notices will also continue to be posted in the City Clerk’s Office, however access to that Office may (depending on the nature of the emergency) be restricted. All notices will be published on the City’s website (www.cityofwesthaven.com) at least 24 hours before said meeting.

Section 4 – Quorum: A quorum must be established via roll-call of all members present at the start of the meeting. A quorum must be present consistent with 2019-2021 City Council rules. Each member must identify themselves and list their title. If at any point a member needs to disconnect from the call they must call a “point of order”, be recognized, and state that they are removing themselves from the call. If any member connects to the call or reconnects to the call after discontending, they must ask to be recognized and state their name and title for the record. The clerk shall be responsible for keeping track of the attendance throughout the meeting. If at any point attendance does not meet the requirements for a quorum, the meeting ends. City Council members should call in from a phone that has mute capabilities and should have the phone on mute unless they are speaking or voting.

Section 5 – Public Participation: The City Council will conduct Public Participation, or Public Hearings as it deems necessary and or as it is listed on any agenda or notice published. Members of the Public will have two options to get their comments to the City Council.

Option 1: Submit comments in writing via U.S. Mail. Comments should be sealed in a regular envelope with a complete return address (with your full name) and mailed to 355 Main Street, West Haven, CT 06516 - Attn: West Haven City Council.

Option 2: Submit comments via email to mdimassa@westhaven-ct.gov. In email comments your full name and mailing address should also be included.

Comments will then be read on the record during the Public Participation portion of the agenda provided they do not exceed one page in length. Comments received that exceed one page will not be read live, but will be made part of the record of the meeting.

Section 6: Meeting Function: All other aspects of the City Council meetings/hearings will proceed as normal in accordance with the 2019-2021 City Council Rules.

