

TOWN COUNCIL
Town of Trumbull
CONNECTICUT
www.trumbull-ct.gov

TOWN HALL
Trumbull

TELEPHONE
(203) 452-5000



ORGANIZATIONAL MEETING OF THE TWENTY SIXTH COUNCIL

NOTICE is hereby given that the Town Council of the Town of Trumbull, Connecticut will hold an organizational meeting on Monday, December 7, 2015 at 8:00 p.m. at the Trumbull High School, to consider and act upon the following:

1. Call to Order
2. Pledge of Allegiance and Prayer
3. Appointment of Temporary Clerk
4. Roll Call
5. Election of Permanent Chairman
6. Election of Permanent Vice-Chairman
7. Election of Permanent Clerk
8. Adoption of Rules
9. Committee Assignments and Meeting Dates
10. Leadership Posts
11. New Business
12. Adjournment

Suzanne Burr-Monaco
Trumbull Town Clerk

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TRUMBULL TOWN COUNCIL
RULES OF PROCEDURE

1. **ORGANIZATIONAL MEETING:** Each newly elected Council shall meet for organization on the first Monday in December following the election. Notice of the meeting shall be issued by the Town Clerk at the written request of the Chairman of the expiring Town Council.

The meeting shall be called to order by the Chairman of the expiring Town Council, or in his absence by the Town Clerk. Prior to commencement of said meeting; members of the Town Council shall be sworn by the Town Clerk or by any other chosen duly authorized official.

The Council shall then proceed to the election of a Chairman, a Vice Chairman and a Clerk to serve for the ensuing two years.

2. **COMMITTEES:** There shall be the following Standing Committees of the Council appointed by the Chairman to which pertinent matters may be referred for study or recommendation:

- 1) Education
- 2) Finance
- 3) Legislation & Administration
- 4) Public Works
- 5) Rules & Research

Each Council member shall serve on at least one Standing Committee. No Council member shall be Chairman of more than one Standing Committee. Vacancies on all Standing Committees shall be filled by the Chairman of the Council.

The Chairman of the Town Council shall designate the Chair and Vice-Chair of each committee and shall appoint two alternate members to each committee (one from each political party) . The alternate members shall attend and participate in each

committee meeting without the right to vote unless designated to serve at such meeting as a regular member by the presiding chair of the committee. Wherever possible, the alternate from the same political party shall be chosen to sit as a regular member when the regular member of the same party is absent from the meeting.

From time to time the Council may establish Special Committees to which pertinent matters may be referred for study, recommendation or action. Appointment shall be by majority vote at a duly constituted meeting of the Council. Vacancies on all Special Committees shall be filled in the same manner as an original appointment.

Majority representation shall be assured on all Committees. The Chairman of the Council shall be ex-officio member, without vote, of all committees.

3. **MEETINGS:** A meeting of the Council shall be held at least once in each calendar month. All meetings of the Council shall be held at 8:00 p.m. in the Town Hall. The date, time and location may be changed to when public interest warrants such change.

The regular monthly meeting of the Council shall be held on the first Monday of each month except when the first Monday is a holiday or the eve of a holiday or when such Monday follows a three day Holiday weekend or precedes a general election in November. When the first Monday is a holiday or the eve of a holiday or follows a three day weekend or precedes a general election in November, the Council shall hold its monthly meeting on the first Thursday following said Monday.

4. **NOTICE OF MEETINGS:** Notice of all Council meetings shall be published in a newspaper having a circulation within the Town not less than 5 business days or more than 10 business days prior to the meeting, said notice shall contain the time, date and place where such meeting shall be held. A copy of said notice shall be filed with the Town Clerk and posted on the Town's website along with available supplemental materials in accordance with the Town of Trumbull Charter revised. Notice of meetings and agenda shall be distributed to each Council member not less than 6 calendar days prior to the meeting. Council members will receive all agendas, materials and minutes, via electronic mail. Delivery by U.S. Postal service will be considered supplemental except as otherwise required by law. Bulk documents will not be sent by electronic or U.S. mail except where said material is provided to the Town Council in electronic format. Said material will be made available in Town Hall with notification to Council members.

Council members shall be responsible to provide e-mail addresses to the Clerk of the Town Council and shall promptly notify the Clerk of any change thereto.

No ordinance or resolution not included on the Agenda shall be considered for final action at any Council meeting.

5. ORDER OF BUSINESS:

- 1) Call to Order and the Pledge of Allegiance and moment of silent reflection.
- 2) Roll Call
- 3) Approval of Minutes
- 4) Public Comment
- 5) Business of the Agenda
- 6) Reports of Standing Committees
- 7) Reports of Special Committees
- 8) New Business
- 9) Adjournment

4) Public Comment

- (A) The Town Council welcomes comments from the public. On the agenda of each meeting of the Town Council, a period shall be set aside and designated during said meeting an opportunity for the public to address the Council on items scheduled to be considered on the agenda for that meeting. The Chairman at his discretion may limit the time allotment for public comment and may limit individual comment to a maximum of 2 minutes. Speakers are not permitted to yield any portion of their time to another speaker(s). Any citizen so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. Written statements presented by speakers during public comment shall be included in the minutes of the meeting. Immediate replies to questions/concerns should not be expected (Chairman's discretion). The Town Council will not permit any expression of personal complaints or defamatory comments about Town Council members nor against any person connected with the Town of Trumbull or any other individual, firm or corporation.

Public comment referenced herein shall not substitute for public hearing requirements as otherwise provided for in these rules.

6. CONDUCT OF MEETING: Except as otherwise specifically provided for by the Connecticut General Statutes, Special Act, Charter and/or these rules, meetings shall be conducted in the conformity with Robert's Rules of Order, Revised.

Except at Public Hearings and in accordance with the Connecticut General Statutes the right to the floor does not extend to the public. The Chairman of the Town Council has sole and absolute discretion to deny, particularly in debate and discussion, persons other than members of the Trumbull Town Council the right to the floor, subject to Council appeal, and the right of a member of the Council to yield to a member of the public his/her time when a time limit has been imposed.

Communication devices of any kind are prohibited from use while the Town Council is in session, except when acting in response to a resolution by majority vote. Anyone wishing to use such communication device must excuse himself or herself from talking in the room while the Council is in session.

7. **MINUTES**: In accordance with section 47, Robert's Rules of Order, Revised, the minutes are to be a record of the action taken and not what was said by members, unless specifically requested by a member of the Town Council.

Minutes of each meeting shall be prepared by the Clerk and distributed to Council members as provided in paragraph 4 above. The Clerk shall send the minutes and any material made part of the record of any meeting to the Town's webmaster for posting as required by the Town Charter, as amended, Roberts Rules of Order, Revised or otherwise as required by law.

Legal opinions, when requested by a majority of the Council to be written, shall be incorporated with the permanent records.

A record of attendance shall be made part of the minutes of the meeting.

8. **MOTIONS**: All main motions shall be made in the form of a Resolution. Every Resolution or Amendment thereto shall be submitted in writing and endorsed by the number submitting the same.
9. **REFERRAL TO COMMITTEE AND COMMITTEE REPORTS**: Any matter properly before the Council may be referred to one or more of the appropriate Standing or Special Committees by a majority vote of the members present. Any matter so referred shall be in the form of a resolution. Any Resolution introduced under new business and receiving a second shall be referred to the appropriate Standing Committee by the Chairman of the Council. Such Committee shall bring in a report within a time limit when so specified by the Council.

The Chairman of each Standing or Special Committee shall report at each Council meeting the status of all Resolutions and/or reports pending action by the Committee.

Committee reports shall be made in writing. If a minority report of a Committee is available, it may be submitted immediately following the majority report and prior to action by the council. All Committee reports shall include the names of the Committee members present and concurring.

In the interim between Council meetings, the Chairman shall refer to an appropriate Standing Committee any matter which he deems proper for consideration by such Committee provided that any matter so referred shall be in the form of a Resolution, a

copy of which shall be furnished to the Chairman of the Committee to which the matter is referred.

10. ORDINANCES: The Council meeting shall not act upon any ordinance unless a public hearing on the subject matter thereof shall have been duly held by a Committee of the Council. It shall be the duty of the Chairman of the Committee to cause to have a legal notice of said public hearing published not less than four and not more than eight days in advance of the hearing date in a newspaper having a general circulation in the Town of Trumbull, and to assure that a Committee report recommending action on any ordinance shall state the date upon which said public hearing was held, and to forward to the Town Clerk a copy of the legal notice advertising said public hearing at the same time a copy is sent to the newspaper.

11. STANDARDS OF CONDUCT FOR MEMBERS OF THE COUNCIL: No member of the Council, whether in plenary session or Committee session, shall participate in a hearing or decision of the Council upon any matter in which he is directly interested in a personal or financial sense. In the event of such disqualification, the facts concerning the same shall be entered upon the records of the Council meeting.

Each member of the Council shall be governed by the Code of Ethics of the Town of Trumbull to help the Council maintain the highest standards of ethical conduct; shall represent and work for the common good of the people of his/her Town, assuring fair and equal treatment of all persons, claims, and transactions coming before the member in member's official capacity; shall learn the background and purpose of legislation before voting, and shall faithfully perform duties as a Council member attending all meetings of the Council and of its Committees of which he is a member unless unable to do so for some compelling reason or disability.

12. AMENDMENTS: These rules may be amended or repealed or new ones may be added, at any meeting by a majority vote of members present, provided that the proposed change has been included in the agenda of the meeting.

BUILDING COMMITTEE RULES

Sec. 1 These rules and regulations shall apply to all committees formed for the purpose of site selection, project feasibility and building, renovation or repair of public buildings within the Town of Trumbull.

Sec. 2 Said committees shall be appointed by the Town Council unless the Town Council, by a vote of 2/3 of those present and voting designates another appointing authority.

Sec. 3 The Town Council shall determine the number of members of each committee, no more than a bare majority of whom shall be members of the same political party. Members shall sit at the pleasure of the appointing authority.

Sec. 4 The appointing authority shall designate one of the members as Chairman of each committee.

Sec. 5 The Committee shall hold its first meeting within thirty (30) days from the date on which the Council appoints a majority of the committee. At that time, the committee may engage a clerk and may vote to seek a preliminary appropriation for clerical and related expenses.

Sec. 6 Where site selection is required, the committee shall seek and submit to the Town Council written approval of said site from the Planning and Zoning Commission and the Town Sanitarian or Health Director. The Committee shall also seek the advice and a report from the Traffic Authority of the Town. In addition, the committee shall arrange for and obtain seepage and/or drainage tests and shall submit the results to the Town Council. If an appropriation is required for said purpose, the committee is empowered to seek and obtain such appropriation.

Sec. 7 Shall the site under consideration be for school construction, written approval of said site shall be sought and obtained from the local and State Boards of Education, as needed.

Sec. 8 Upon submission of the documents as aforementioned, all of which shall be placed on file with the Town Clerk prior to any request for funds for acquisition of said site, the committee shall be empowered to seek an appropriation for the acquisition of said site, by purchase or condemnation in the manner prescribed by the Town Charter or other applicable law, as required, and shall be empowered to seek an appropriation for preliminary plans and specifications of the proposed building or structure.

Sec. 9 Prior to any request for appropriation fro preliminary plans and specifications, the committee shall present to the Town Council such drawings, cost estimates and other documents as are necessary to fully apprise the Town Council of the expected scope of

the project. The Committee shall be empowered to seek any appropriation necessary for such drawings and cost estimates.

Sec. 10 After approval by the Town Council of the scope of the project, the committee shall recommend to the Town Council its choice of architect for the project. Upon approval of an architect by the Town Council, the committee shall engage said architect.

Sec. 11 The committee shall submit preliminary plans and specifications for the proposed building or structure to the Town Council for approval. At the same time, the Committee shall submit to the Town Council a copy of the IMPACT Statement required by Chapter III, Section 12(e) of the Trumbull Town Charter and the comments of the Fire Marshal. Upon approval of the preliminary plans and specifications, the committee shall obtain final plans and specifications and submit same to the Town Council for approval.

Sec. 12 The committee thereafter shall be empowered to seek appropriations as may be necessary for the construction, furnishing and equipping of said building or structure.

Sec. 13 If the committee believes that it is necessary to engage the services of a Clerk of the Works for the project, it shall report to the Town Council substantiating the need for such appointment and recommending its candidate therefore. Upon approval by the Town Council, the committee shall engage said Clerk of the Works, who shall be the committee's representative on the project site and who shall report to the committee in the progress of the project.

Sec. 14 The committee is directed to make quarterly progress reports to the Town Council. The Clerk of the Town Council shall be responsible to notify the committee three (3) weeks prior to each due date.

Sec. 15 All records of said committee, including but not limited to preliminary and final plans and specifications, minutes of the meetings, invoices, work orders and receipts and reports of the clerk of the Works shall be retained by said committee. All books and records of said committee shall be bound and submitted to the Town Council prior to the discharge of said committee from its responsibilities. Upon approval of all said books and records, the Town Council shall discharge the committee from further responsibility and file the books and records of said committee with the Town Clerk as permanent records of the Town.

Sec. 16 Each committee is directed to complete its assignment of responsibilities, including the submission of books and records in accordance with Section 15 of these rules, not later than one (1) year from the date of occupancy of the building or structure, or in the case of a school building, not later than three (3) months after the filing of necessary forms with the State of Connecticut. The Clerk of the Town Council shall be responsible to notify the committee that such final submission is due not later than one (1) month prior to said due date.

Sec. 17 In addition to notice requirements imposed by the statutes of the State of Connecticut, shall give notice of all meetings to the Town Council and to the director of Public Works.