



TOWN OF EAST HAMPTON CT TOWN COUNCIL BY-LAWS

As adopted by Council on January 12, 2016

1. MEETING

1.1 ORGANIZATIONAL MEETING

Consistent with the Town Charter (sec 2.2) in November after the biannual election there will be an organizational meeting or the purpose of choosing one member as a Chairman. The Council can also choose a Vice Chairman to act as a substitute in the instance that the Chairman is not available.

1.2 HOW TO DEVELOP THE AGENDA

i. The Town Manager, in consultation with the Council Chairperson, shall prepare the agenda.

ii. Unless altered by a two-thirds vote of the Council, the regular order of business shall be as follows:

1. Call to Order and Pledge of Allegiance
2. Adoption of Agenda
3. Approval of Minutes
4. Public Remarks
5. Presentations
6. Bids & Contracts
7. Resolutions/Ordinances/Policies/Proclamations
8. Continued Business
9. New Business
10. Town Managers report
11. Appointments
12. Tax Refunds
13. Public Remarks
14. Communications, Correspondence & Announcements
15. Adjournment

iii. Any two members of Council can add an item to the agenda of a regular meeting as long as the addition is done within the following guidelines:

- Recommended addition is provided to the Town Managers office 5 calendar days prior to the Council meeting.
- All associated information for the agenda item is provided 5 calendar days prior to the Council meeting.

1.3 SPECIAL MEETINGS

1.3a SPECIAL MEETINGS (Policy adopted 11-12-13)

Special meetings may be called by the Town Council chairperson. Two members of the Town Council may also request, through the chair, a special meeting if the subject matter demands immediate attention and cannot be deferred to the next regular meeting. Proper notice must be given for the special meeting. Only matters included in the notice may be voted upon and enacted by the Council.

1.3b EMERGENCY SPECIAL MEETINGS

Emergency Special meetings may be called by the Council Chairperson or the Town Manager in case of an emergency with at least two hours' notice given to the Council members, without complying with the posting of notice requirements, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, sec. 1-225 (d).

1.4a PUBLIC REMARKS

The Council recognizes the importance of the Public to have an opportunity to address their local government. As a result all regular meetings will have a public comment section that will allow any public the opportunity to speak.

In an effort to maintain order and provide everyone with an opportunity to speak the following rules will be followed:

- The public should hold their comments until they are recognized by the Council Chairperson.
- Comments shall be directed toward the Chairperson.
- Comments shall be made consistent with Decorum section 1.4b.
- Comments shall be limited to 3 minutes.

1.4b DECORUM

All meeting participants including Councilors, citizens and staff should confine their remarks to the substance of the issue at hand. Participants should avoid discussing personalities and not impugn the motive, character or integrity of any individual. The Town Council supports the right of a resident to criticize its local government, but this should be done appropriately and responsibly, with civility and discretion. All participants should address their remarks to the Council Chairperson and maintain a civil tone. The rules of conduct shall apply to all written correspondence.

Disorderly and disruptive conduct will be handled in accordance with Connecticut General Statutes 53a-182 (Disorderly Conduct) and 53a-181a (Public Disturbance) while attempting to ensure everyone's rights to an open meeting in accordance with Freedom of Information Act, C.G.S. Section 1-232.

1.3c RULES OF DEBATE

i. During discussion or debate, No Councilor shall speak unless recognized by the Council Chairperson.

ii. Councilors shall confine their remarks in debate to the pending question.

iii. Any Councilor who knows in advance of a meeting that he/she wishes to obtain certain data or have a question answered, or wishes specific figures or expenditures, or the like, should, insofar as possible, inform the Town Manager in writing of the nature and details of the inquiry, so that the Town Manager will have the opportunity to have the answer available at such meeting.

iiii. Any member who realizes or anticipates that he/she has or will have a conflict of interest with respect to a matter before the Council for consideration should announce his or her intention to abstain from voting on the matter as soon as the conflict becomes apparent, and should thereafter refrain from further discussion of or involvement in the matter.

2. SUBCOMMITTEES

2.1 STANDING SUBCOMMITTEES

There shall be the following standing committees:

- Appointments Committee- With the express purpose of interviewing and making a recommendation for appointments to Boards, Commissions and Agencies that the Town Council has Authority over.
- Personnel Committee- With the goal of reviewing and providing direction regarding the collective bargaining process.

2.2 HOW TO DEVELOP A SPECIAL SUBCOMMITTEE

- i. The Council may create or dissolve committees of the Council by resolution.
- ii. The Council Chairperson shall appoint members of the Council to such committees and shall designate the chair of each. The Council Chairperson may announce any adjustments in membership or chairmanship at a regular Council meeting with such changes to be effective at the next regular committee meeting.
- iii. The Council Chair shall have a representative of a minority party on all subcommittees. In the instance that this may not be feasible or the Council Chair deems it appropriate the Chair can request a minority representation waiver from the Council of the whole.
- iiii. All Councilors shall be ex-officio members of the committees to which they are not assigned, but do not have the authority to make motions or to vote.

3. NEW BUSINESS

In accordance with the Town Council Second Reading Policy all new business will not be identified as an action item but will strictly be for presentation purposes unless otherwise identified by the Town Manager and approved by a majority vote of the Town Council. Action will be taken on all new business items when they are moved to continued business.

4. BYLAWS ANNUAL REVIEW

Annually, by the end of January of each year, the Council will review the Town Council Bylaws and make amendments and additions by a simple majority vote.

5. COMMUNICATION WITH ATTORNEY (Policy adopted 11-12-13)

To obtain legal information from Town Attorneys, a Town Council member must contact the Town Council Chair or the Town Manager explaining their request.

All members of the council will be notified. The response from the Attorney will be emailed to all council members.

Keeping in mind that Legal Fees are increasing, we expect a monthly accounting of them and also expect a strong effort by the Town Manager and Town Council to reduce these costs.

ADDENDUM

(Includes all approved Council Policies)