

Motions ONLY

The Charter Revision Commission held a meeting on Tuesday, October 7, 2014 in the Multipurpose Room at the Senior Center, 14 Riverside Road, Sandy Hook, CT. Chairman Jeff Capeci called the meeting to order at 7:30pm.

Mr. Weidemann moved to approve the minutes of the regular meeting of 9/30/14. Mr. Paradis seconded, motion unanimously approved, with the correction that Tom Long was not present.

Kevin Burns moved to accept the rules of the Charter Revision Commission, George Guidera seconded. Motion unanimously accepted with changes (Attachment A).

Respectfully Submitted,
Arlene Miles, Clerk



TOWN OF NEWTOWN

RULES OF THE NEWTOWN CHARTER REVISION COMMISSION

1. OFFICERS

- A. The Chair and Vice Chair shall be elected by a majority of the Charter Revision Commission (CRC). The Chair or, in his/her absence, the Vice Chair, shall preside at all meetings of the CRC. ~~He/she shall call the meeting to order promptly at the noticed time by requesting those present to pledge allegiance to the Flag of the United States of America.~~
- B. To avoid repetition in these rules, wherever there is reference to the Chair performing a function, said reference shall include the Vice Chair in the absence or incapacity of the Chair.

Comment [JC1]: More appropriately stated in section 3.

2. CLERK

- A. The CRC shall appoint a Clerk who is not a member of the CRC. The Clerk shall: maintain an accurate record of attendance, including the ~~time of~~ arrival and departure ~~times of~~ members ~~who are not present for the entire meeting~~; record all votes and other actions of the CRC; produce accurate minutes of each meeting; prepare the agenda and notices of all regular and special meetings or cancellations at the direction of the Chair; and perform any other administrative duty as the CRC from time to time directs.
- B. The clerk shall file the agenda for CRC meetings with the town clerk per the Connecticut Freedom of Information Act (Sec. 1-225 of CT General Statutes) and distribute it to the membership within 24 hours of the start of the meeting.
- C. The Clerk shall file motions and/or minutes with the Town Clerk per the Connecticut Freedom of Information Act and distribute them to each CRC member prior to the start of the next regular meeting.
- D. The Clerk shall also be responsible for the preparation and maintenance of a permanently bound set of CRC records, which shall be filed in the Town Clerk's office upon the completion of the CRC's work.

3. MEETINGS

- A. The chair shall call the meeting to order promptly at the scheduled meeting start time.
- B. After the meeting is called to order, the membership shall pledge allegiance to the flag of the United States of America then roll call shall be taken.
- C. ~~The first business item to be acted upon at regular meetings shall be any outstanding minutes from previous meetings.~~
- D. The order of business may be changed at the discretion of the Chair.

Comment [JC2]: Minutes from past meetings are always the first item to be acted upon in regular meetings.

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~~D-E. Only the business that appeared on the posted agenda can be acted upon during special meetings.~~

Comment [JC3]: Per FOIA.

4. VOTER COMMENT

~~The CRC desires to allow as much voter participation as is possible, consistent with the CRC carrying out its own responsibilities to deliberate and act, believing that voter participation should generate information and opinions, while arguments and debates shall be presented for CRC deliberation. The rules set forth below are intentionally broad in the hope that the voters' sense of responsibility, rather than the rules, will be the limiting factor in allowing the CRC to achieve a balance between the voters' contribution and its own responsibilities.~~

- A. Within the limits established herein and by the Newtown Charter, any person eligible to vote at a Town Meeting of the Town of Newtown may speak at any regular or special meeting on items on the agenda during the first voter comment and on any item they wish during the second voter comment.
- B. Participants will limit their comments to five minutes in length, unless, at the discretion of the Chair, allowed to speak longer. ~~The length of time of the Voter Participation Comment periods may extend to 30 minutes where voters shall desire to speak for the first time. The Chair, at his/her discretion, may extend the Voter participation Comment period beyond 30 minutes.~~
- C. Each voter wishing to speak shall ask the Chair to be recognized. Upon being recognized, each voter shall state his/her name and address and the item he or she will address. No voter shall be allowed to speak for a second time until all the voters wishing to speak have been heard once.
- D. The rules set forth under section 4 of these rules shall apply to CRC meetings only and not be a limitation upon the method of conducting public hearings.

Comment [JC4]: The Commission felt comfortable that the chair would be able to manage under these rules without unjustly cutting off speakers.

5. MOTIONS AND AMENDMENTS

All motions, resolutions and amendments on Agenda items shall be presented to the Clerk in writing if the Chairman or a majority of the CRC so desires.

6. DEBATE

- A. No CRC member shall speak more than once on a question until each member choosing to speak shall have had an opportunity to speak once. ~~No individual shall hold private discourse during debate, when the Chair is speaking, or while a voter is speaking during Voter Comment.~~
- B. No motion having the effect of closing debate shall be in order until every member who wishes to speak on the motion under discussion has had at least one opportunity to do so.
- C. ~~Nothing in the above rules shall prevent elected/appointed Town officials or members of boards or commissions of the Town of Newtown having an interest in an agenda item from participation after being recognized by the Chairman.~~

Comment [JC5]: Commission generally believes the individual members will be mindful not to be disruptive and quiet, respectful discourse between member can be helpful at times.

Comment [JC6]: The Commission generally had no problem with this statement and did not think there was a better section in the to move it to. Generally this paragraph means that other public officials having interest in items on the agenda will have the opportunity to engage interactively with the Commission (as opposed to one-way comment. As chair, I have invited all and we've heard from most public officials with interest in our charge. I will continue to facilitate

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7. VOTING

It shall be the duty of every CRC member present to vote affirmatively or negatively on each question raised unless that member feels that he has an actual or possible conflict of interest that prevents him from acting. Unless the vote is unanimous, the "yeas" and "nays" of each member shall be recorded by the Clerk. Members who cannot physically attend a meeting, but are able to participate in an agenda item discussion in its entirety, and hear and can be heard by all, may participate and vote by telephone or other electronic means that allows two-way communication.

8. DISCUSSION OF MATTERS NOT ON THE AGENDA

- A. After all agenda items of a regular meeting have been completed, matters not on the Agenda may be raised by members of the CRC and discussed.
- B. ~~Upon~~ At a regular meeting and upon the affirmative vote of two-thirds of the members of the CRC present and voting, any subsequent business not included the ~~filed~~ posted agenda may be considered and acted upon.

9. ROBERTS RULES OF ORDER

Except as otherwise specifically provided by these rules, all meetings shall be conducted in conformity with the latest version of Roberts Rules of Order. It shall be the responsibility of the Chair to have a copy of Roberts Rules available for each meeting.

10. AMENDMENTS

These rules may be amended at any meeting by majority of at least ~~six~~ five affirmative votes. All CRC members shall receive a written copy of the proposed amendment prior to the vote.

11. SUSPENSION OF RULES

The rules shall not be suspended at any meeting of the CRC except upon a two-thirds vote of those present, and the motion to do so shall state specifically what rule is proposed to be suspended and for what purpose, and the question shall be decided ~~without debate or~~ amendment.

Comment [JC7]: Per Roberts Rules

12. RECORDING, BROADCASTING OR PHOTOGRAPHING MEETINGS.

Pursuant to the Connecticut Freedom of Information Act, radio, recording, television, or photographic equipment may be so located within the meeting room so as to permit the recording, broadcasting, or photographing of the proceedings. The recorder, broadcaster, or photographer shall be required to handle the recording, broadcasting or photographing in as

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inconspicuous a manner as possible and in such a manner as not to disturb the proceedings.

Therefore:

- A. Microphones must be located in a single location prior to the meeting and may not be moved within the seating area of the CRC without the permission of the Chairman. Cameras may be used outside of the seating area of the CRC.
- B. During meetings, reporters and other persons of the media and public must remain outside the seating area of the CRC and may not converse in private with members of the CRC during the meeting.