



City of Torrington

140 Main Street, Torrington, CT 06790

Elinor C. Carbone – Mayor

Resolution #143-188

CITY COUNCIL AND WPCA MEETING RULES OF PROCEDURE

Adopted December 17, 2018



BE IT RESOLVED, that the City Council and the Water Pollution Control Authority (WPCA) of the City of Torrington hereby adopts the following rules of procedure for all regular and special meetings.

1. PURPOSE

- a) Meeting Rules of Procedure: These Meeting Rules of Procedure of the City Council and WPCA are intended as a guide for meetings of the City Council and WPCA, to preserve order and promote the orderly and efficient transaction of business.

2. AUTHORITY

- a) City Charter and Ordinances: Pursuant to the State statutes, §C4-1 of the Charter of the City of Torrington, and Chapter 65-1 of the City's Code of Ordinances the City Council and WPCA may determine the rules governing its proceedings and may regulate the manner of warning its meetings and the times and places of holding its meetings.

3. ADOPTION OF STANDARDS

- a) The City Council and WPCA hereby adopt Robert's Rules of Order Newly Revised (RONR) together with all other applicable Charter and ordinance provisions, regulations and State statutes as a general guide for the conduct of all regular and special meetings.

4. GENERAL RULES

- a) Public Meetings: All official meetings of the City Council and WPCA (except where State or local law allows for closed sessions) shall be open to the public.
- b) Location: The location of all regular and special meetings, unless publicly noticed differently, shall be in the City Hall Auditorium, 140 Main Street, Torrington, CT 06790.
- c) Quorum: Four members of the City Council and WPCA shall constitute a quorum.
- d) Recognition by the Chair: All City Council and WPCA Members, City staff, and individuals from the general public shall be recognized by the Chair before addressing the City Council and WPCA on any issue. The Chair shall preside over and regulate all meetings. All meetings are expected to be conducted with appropriate efficiency and decorum and the City Council and WPCA acting by and through the Chair shall maintain the same as authorized by law.

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- e) Public Comment: Members of the public addressing the City Council and WPCA shall have ten (10) minutes to make their comments. If the Chair identifies an inordinate number of speakers who wish to speak, a shorter period for each speaker may be set. Any citizen so speaking shall identify himself/herself by name and address and state if he/she is representing a group or organization. The Chair, upon approval by two-thirds vote of those present and voting, may allow additional public participation on an agenda item under discussion.

5. INCLUSION OF ITEMS ON AGENDA

- a) Items not specifically included on the agenda may be added by a two-thirds vote of those present and voting. In accordance with Connecticut General Statutes, no items will be added to a special meeting agenda.

6. TIME PLACEMENT OF AGENDA ITEMS

- a) When a board, commission, organization, or individual is invited to the meeting to discuss a particular agenda item, that item shall be placed on the agenda at the time requested, if possible.
- b) The Chair may change the time placement of agenda items, as appropriate, at any time before or during a regular meeting.

7. EXPIRATION

- a) These Rules of Procedure will be in effect until further additions and amendments are adopted through majority vote by the City Council and WPCA.