

ALL COMMON COUNCIL ACTIONS TAKEN AT THIS MEETING TO APPROVE EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND OTHER PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS

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Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Irene Dixon at idxon@norwalkct.org to provide written public comment prior to the meeting.

SPECIAL ORGANIZATIONAL MEETING

I. ROLL CALL

II. PUBLIC PARTICIPATION

III. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

1. Appointment of Corporation Counsel
2. Appointment of City Clerk

B. MAYOR'S REMARKS:

IV. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS

1. Election of Council President
2. Announcement of Majority Leader
3. Announcement of Minority Leader
4. Adoption of Council Rules

B. REMARKS

V. ADJOURNMENT

RULES OF THE COMMON COUNCIL

CITY OF NORWALK, CONNECTICUT

**ADOPTED BY THE COMMON COUNCIL NOVEMBER 26, 1985
AS AMENDED AND ADOPTED FEBRUARY 13, 2019, NOVEMBER 19, 2019, AND
JUNE 14, 2022**

1. Regular meetings of the Common Council shall be held on the SECOND and FOURTH Tuesday of each month.
2. All requests for items to be placed on the Common Council agenda shall be filed, normally electronically, in writing, with the City Clerk and/or the Assistant City Clerk, at least five (5) days prior to the scheduled Council Meeting. Any exceptions shall be at the discretion of Council President or Chairperson of the committee involved. All material shall be posted to the city's website and included in packets to Council members, so that it may be studied in advance.
3. For appointments to City Boards, Commissions and Agencies, the Common Council respectfully requests that resumes be submitted to the Council members at least ten (10) days in advance.
4. Items submitted by City Departments shall not be placed on the agenda, without approval, in each case, of the chair of a Common Council committee generally responsible for reviewing the subject matter of the respective department or the particular item; where an item has been submitted by the Law Department, the approval of the Council President shall suffice for placement on the Common Council agenda. In an emergency or the unavailability of a committee chair, the approval of the Council President shall also suffice.
5. A record shall be kept by the City Clerk of all matters which have been tabled by the Common Council. The City Clerk shall keep a list of all matters referred to committees and all committees shall make at least a monthly progress report for those items back to the Clerk until said item is returned for action by the Council.
6. Each standing Common Council committee should seek to hold at least one (1) meeting each month, and in any case, not less than ten (10) meetings per year, as scheduled at a regular date to be reported to the City Clerk. Additional meetings may be called by the committee chair and shall also be reported to the City Clerk. All Common Council committee meetings shall be publicized by the

City Clerk in full keeping with the requirements of the Connecticut Freedom of Information Act.

It is the purpose of this rule that the maximum possible public attention be called to the work of the Council committees and the greatest possible attendance and participation at committee meetings be facilitated and encouraged. For committee members from the Common Council, two (2) absences without advance notice will be sufficient reason for the chair to request of the Council President, in consultation with the Majority and Minority leaders, for a reorganization of that committee.

7. Each committee chair shall facilitate the collection of minutes by the assigned stenographer. All standing committees shall be staffed from the associated departments with assistance as required from the department head.
8. Each Common Council committee, upon its own motion, or by direction of the Council, or where required by law, shall hold public hearings on matters properly before said committee. Notice of such hearing shall be duly advertised. Committee chairs are encouraged to hold informational meetings for the public to allow for airings of public concerns and to allow maximum public participation. Said meetings, as well as meetings of the Common Council, as appropriately noticed, may be held in public areas, appropriately accessible to the public, other than City Hall.
9. All committees may establish their own rules of procedure, except that no final contractual action may be taken until it has been presented to a Regular or Special Meeting of the Common Council and approved or accepted by a majority vote of the Council present.
10. The rules of the Common Council may be suspended upon a two-thirds (2/3) majority vote of the Common Council members present.
11. Mason's Manual of Legislative Procedure – 2010 shall be the rules of the Council except as they conflict with the rules mentioned herein.
12. All papers and documents filed with the Common Council, Mayor, City Clerk or Town Clerk, Commissions, Boards, Agencies, or Common Council committees, shall remain the property of the City and shall remain in the files of the City offices and not be removed therefrom. All the aforementioned documents shall be made available on the City's website in a timely manner.

13. The Common Council Agenda shall consist of the following items only:

- A. ROLL CALL
- B. ACCEPTANCE OF THE CALL (Special Meetings Only)
- C. ACCEPTANCE OF THE MINUTES
- D. PUBLIC PARTICIPATION
- E. MAYOR: RESIGNATIONS, APPOINTMENTS AND REMARKS
- F. COUNCIL PRESIDENT: CONSENT CALENDAR & OTHER GENERAL COUNCIL BUSINESS
- G. REPORTS OF DEPARTMENTS, COMMISSIONS & BOARDS
- H. COMMON COUNCIL COMMITTEE REPORTS
- I. RESOLUTIONS FROM COUNCIL MEMBERS
- J. MOTIONS POSTPONED TO A SPECIFIC DATE

14. For item F only, the control and chair of the meeting shall pass to the Council President.

15. The Consent Calendar shall consist of those items upon which all members present have, without objection, agreed to act by means of a motion consolidating the respective items and is not subject to debate.

16. All Common Council actions to approve expenditures or to accept bids or other proposals requiring the expenditure of City funds shall automatically be subject to the availability of funds.

17. Communications addressed to the Mayor and Common Council shall not appear on the agenda of the Common Council meeting unless specifically requested by the Mayor or a Common Council member, and the City Clerk shall furnish each Council member with a copy of such communications, normally electronically.

18. All reports from committees shall be submitted to the Common Council by their committee Chair or designee.

19. All Regular Common Council meetings shall begin at 7:30 p.m. and all Regular and Special Common Council meetings shall terminate at midnight, except when the Common Council deems it necessary to continue its business. Such determination to be made by a simple majority vote.

20. Any unfinished business not reached at a meeting of the Common Council shall be carried over to the next Regular Meeting and shall be placed on the agenda thereof in the position immediately following Item E, "Mayor: Resignations, Appointments and Remarks."
21. Any appointed member or employee of a City department, board, agency or commission or any board agency, or commission to which the City appoints the members, at the request of a Council member, may address the Common Council on matters directly appertaining to his or her department, agency, board or commission without the need for suspension of the rules.
22. To encourage public participation, a period will be set aside for public comment before the start of the meeting's business on items to be taken up at the meeting. Each speaker will be limited to three minutes and the comments must address an item on the agenda. Committee Chairs are encouraged to adopt this practice. If a member of the public wishes to submit information electronically or otherwise in writing, it shall be made a part of the record.
23. Common Council and committee members shall be recognized to speak by the presiding officer in the general order in which they signal their desire to speak, with the exception that those that have spoken on a topic shall yield until all those who wish to speak have had an opportunity to do so once. Discussion shall be limited to the topic under consideration. Repetitive, irrelevant, or disrespectful comments or questions or loud arguments shall be considered out of order.
24. There shall be minority representation on each committee, which should be reflective of the makeup of the Council as a whole, based on the makeup of the majority and minority caucuses which reflects the will of the people.
25. Members of the Common Council shall be appointed by the Council President to serve on one or more committees thereof. In such capacity these appointed members shall be considered 'regular' members of the committee and shall have the right to vote on all matters put before the committee and their numbers shall be considered when determining if a quorum is present or not. Other members of the Common Council, not so appointed to a particular committee, shall nevertheless be allowed to attend and participate in the committee meetings as 'ex officio' members of that committee. Such 'ex officio' members shall not have the power to vote on matters presented to the committee and their numbers shall not count toward the calculation of whether or not a quorum is present. Furthermore, for the purpose of participation in Executive Session discussions,

any 'ex officio' member shall be considered to be a person invited to attend such session and whose opinion is necessary and pertinent to the matters that might be before such body for the duration of said Executive Session.

26. Members of the Common Council shall abide by the Code of Conduct for Norwalk Common Council Members, as amended from time to time.

27. Ad hoc or special committees may be created by resolution or motion of the Common Council or upon order of the Council President and shall be governed by Mason's Manual of Legislative Procedure – 2010.

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