

TOWN OF EAST GREENWICH
TOWN COUNCIL
RULES AND GUIDELINES

The following Rules are hereby adopted as the Rules and Guidelines of the Town Council pursuant to the General Laws of the State of Rhode Island and the Town of East Greenwich Home Rule Charter. As set forth herein at Rule 15, below, these Rules and Guidelines are to be reviewed biannually.

RULE 1. PRESIDENT AND VICE PRESIDENT

- (a) The President of the Town Council and in his/ her absence, the Vice President of the Town Council, shall preside over all regular and special meetings of the Town Council. In case of the absence of both the President and the Vice President, or the inability of both of them to discharge the duties of the office of President, or Vice President, the Town Council shall, elect one of its other members to perform such duties during the absence or disability of both President and Vice President.
- (b) The President and Vice President shall be elected from within its own membership at the first meeting after all five (5) Council members have been certified by the Board of Canvassers.

RULE 2. REGULAR MEETINGS

- (a) The Town Council shall hold regular meetings of the Town Council at seven (7:00) o'clock p.m. on the second and fourth Mondays of the month.
- (b) All meetings of the Town Council shall be open to the public; but the Town Council may authorize an executive session, which shall comply with the Rhode Island Open Meetings Act. Council and staff members shall keep matters discussed in executive session confidential.
- (c) If any regular meeting day shall fall on a legal holiday, the meeting shall be held on the day following or a day certain determined by the President after polling members.
- (d) In case of emergency, including but not limited to inclement weather, the President of the Town Council, on the day of a regular meeting, as soon as possible in his/ her discretion, may cancel the meeting and shall reschedule the meeting to a date certain in compliance with Rhode Island Open Meeting Law. The Town Clerk shall post notice of the cancellation and rescheduling.

RULE 3. SPECIAL MEETINGS

- (a) Special meetings of the Town Council shall be called by the Town Clerk in accordance with § C-63 (B) of the Charter.

(b) At any special meetings called by the Town Council through the Town Clerk, the first order of business shall be the special business for which such meeting is called and no other business shall be acted upon.

RULE 4. AGENDA

(a) The Town Manager and Town Clerk shall prepare a draft of the Town Council agenda in a timely fashion. The President, or in his/her absence, the Vice President shall provide final review and approval of the agenda. All Council agendas shall be reviewed by the Solicitor prior to posting to ensure Rhode Island Open Meetings Act, and other legal compliance requirements. Any two (2) members of the Town Council may add items to the agenda by providing timely notice to the Town Manager.

(b) An opportunity will be provided in each regular meeting to allow for Public Comment and will be placed on the agenda for each regular meeting. This time will be limited to no more than thirty (30) minutes. Those wishing to comment will use a sign-in sheet available at the start of the meeting. When appropriate to an agenda item, the presiding officer may allow Public Comment on an item.

(c) Documents of substantial length or complexity shall be provided to the Council members at least seven (7) days prior to the Council meeting at which time the item(s) will be placed on the agenda for discussion or action. If such documents have not been delivered at least seven (7) days prior to the Council meeting, then the Council reserves the right to table the matter to allow sufficient time to review the documents prior to discussion or action. This shall not prevent the Council from considering, discussing, or acting upon any item in an emergency or when circumstances require action within a short period of time, despite the size of the documents and back up materials.

(d) In accordance with the Rhode Island Open Meeting Act, any item not on the agenda for which a collective discussion will take place may be added to the agenda for discussion only by an affirmative vote of the Council. [Reference: RIGL § 42-46-6.]

RULE 5. CALL TO ORDER, QUORUM, DECORUM

(a) The President shall take the chair at the hour designated for the meeting of the Town Council and shall promptly call the members to order.

(b) A majority of all members of the Town Council shall constitute a quorum.

(c) The President shall preserve decorum and order; he/ she shall decide all questions of any points of order, subject to an immediate appeal to the Town Council by any member present. No other business shall be in order until the question on appeal shall have been decided by a majority of the members present. He/ she may speak on points of order, in preference to other members and may speak on general questions as other members. The President shall enforce order and decorum among persons and any person addressing the Town Council. The Council

shall follow Roberts Rules of Order when addressing matters of parliamentary procedure, not otherwise covered by these Rules.

RULE 6. VOTING

- (a) The President of the Town Council shall clearly and succinctly state every question before the Town Council as a whole.
- (b) The Town Clerk, if so requested by any member, shall present motions made at any session in written form.
- (c) Items on the Consent Calendar of the agenda may be voted on by a single motion; however, items may be removed for separate action by the request of any Council member.
- (d) In case of a tie vote, the motion is not carried or passed.

RULE 7. DISCUSSION AND DEBATE

At any meeting of the Town Council, any member desiring to speak, shall address the President, and after his/ her right to speak has been recognized, he/ she shall not be interrupted while speaking, except by a call to order, or to yield to another member. He/ she shall confine his/ her remarks to the question under discussion or debate. No member shall speak more than once on the same question, until all other members desiring to speak thereon shall have done so. There shall be no conversation among members while a member is speaking, while a vote is being taken, while any paper is being read or while a question or motion is being stated by the President.

RULE 8. RECONSIDERATION

When a vote has been passed, it shall be in order for any member voting with the prevailing side to move a reconsideration thereof, in accordance with the provisions of these rules, at the same meeting. The same ordinance, resolution, paper or vote shall come but once before the Town Council for reconsideration. A motion for reconsideration may be seconded by any member and must be voted upon in the same meeting in which it was made.

RULE 9. FINANCIAL REPORTS

The Finance Director shall present financial reports on a quarterly basis by the second Council Meeting of the month following the fiscal quarter end. The financial reports will include a comparison of unaudited actual amounts to the annual budget and an explanation of significant dollar value variances.

RULE 10. COMMUNICATIONS

- (a) Non-confidential mail or written communications received by Council members related to Town business or issues may be forwarded to the Town Manager's office for copying and/or e-mail distribution to the entire Council, upon request by said Council member.
- (b) E-mail messages will be utilized to keep all Council members updated on issues or matters of interest.
- (c) As Council members are made aware of problems or concerns within the Town, the Council member may notify the Town Manager or Chief of Staff either by e-mail or telephone, so the matter may be addressed promptly.
- (d) Messages and information posted to the Town website or press releases distributed to the media will require Council approval and a vote, provided said communications are ascribed to the "Town Council" except messages from the Town Council President.
- (e) Members of the Council may contact Department Heads directly, but the Town Manager shall be informed of the contact. Contact will be for informational purposes only.

RULE 11. BOARDS, COMMISSIONS, STUDY COMMISSIONS AND SPECIAL PROJECTS

- (a) The Council will only consider applicants for appointment to boards, commissions or study commissions if they have a letter of interest (mail or electronic) on file stating their qualifications, in addition to a volunteer application.
- (b) A study commission as used herein is defined as a group formed and tasked by the Town Council with a specific, limited purpose, and from which the Council seeks advice or requests a report, for further action by the Council.
- (c) The Town Council may create a study commission by resolution, outlining the fixed purpose and charge. The term of all study commissions shall expire upon the completion of the performance of its duties charged, a fixed date or the expiration of the municipal term, whichever is earlier in time.
- (d) Each study commission shall have a chairperson and vice-chairperson appointed by the President of the Town Council. The vice-chairperson shall act as chairperson in the absence of the chairperson.
- (e) Any and all reports from said study commissions shall be submitted to the Town Council by filing said report with the Town Clerk and shall be added to the next Council agenda, subject to Rule 4(a), above.

(f) The Town Manager shall undertake special projects or commit staff resources to research special projects only after the majority vote of the Council as a whole.

RULE 12. DISCRIMINATION

The Town Council is committed to the enforcement of all applicable laws and regulations which prohibit discrimination.

RULE 13. INVITATIONS TO PUBLIC FUNCTIONS

When invited to a public function as a representative of the Town, the Town may pay for the cost for the Council member or Council member and guest.

RULE 14. UNFINISHED BUSINESS

The Town Council is a continuing body, and unfinished business pending before it shall not lapse or go down with the council term, but all pending business before the Town Council at the termination of any council term, shall be considered as pending before the Town Council of the next succeeding council term and with the same effect as if no change in such Town Council had taken place by the expiration of a council term. Provided, however, nothing herein shall compel the successor Council from making policy determinations that differ from the prior Councils and due consideration shall be given to whether such pending business is for a governmental or non-governmental purpose.

RULE 15. REVIEW OF TOWN COUNCIL RULES AND GUIDELINES

Town Council Rules and Guidelines will automatically be placed on the agenda for review every January and July.