

Town of Portland, Connecticut

**Board of Selectmen**

**“Rules of Procedure for Board of Selectmen Meetings”**

**I. Meetings:**

- A. Meetings will be conducted by agenda outlined as follows:
1. Call meeting to order
  2. Pledge of Allegiance
  3. Accept Agenda
  4. Approve prior minutes
  5. Communications and Correspondence
  6. Public Comments
  7. Old Business
  8. New Business
  9. Status Reports
  10. Public Comments
  11. BOS – General Discussion
  12. Follow-up Items
  13. Executive Session (If needed)
  14. Adjournment

**II. Executive Session:**

- A. Executive Session shall be held toward the end of the meeting of the Board of Selectmen.
- B. In accordance with the Connecticut Freedom of Information Act, meetings to discuss the following matters may be closed:
- Specific employees (unless the employee concerned requests that the discussions be open to the public)
  - Strategy and negotiations regarding pending claims and litigation
  - Security matters
  - Real estate acquisition (if openness might increase price); or
  - Any matter that would result in the disclosure of a public record exempted from the disclosure requirements for public records.

### **III. Rules:**

- A. Unless specified by Town Charter, by Town Ordinance or Adopted Rules of Procedure, all meetings will be conducted according to the current edition of "Robert's Rules of Order." All meetings shall comply with Section 1-225 of the Connecticut General Statutes.
- B. The First Selectman, or Deputy First Selectman (in the absence of the First Selectman) or his/her designee (in the absence of the Deputy of First Selectman) will chair the meetings, as governed by Robert's Rules of Order, unless challenged by any member of the Board of Selectmen. Upon being challenged, the disagreement will be resolved in the following order until the issue is resolved.
  - 1. Consultation of "Robert's Rules of Order"
  - 2. By interpretation and ruling of Town Attorney
- C. A ruling by the Chairman may be 'Appealed' as prescribed by "Robert's Rules of Order."
- D. Board Members shall be recognized by the Chairman before being allowed to obtain the floor. The Chairman shall see fit that all Members are allowed to obtain the floor, with the exception of motions that shall not allow same, such as: Lay on the Table.

### **IV. Request for Funds, Ordinance, Action or Agenda proposal by any Town Board, Agency, Department Head or Commission:**

- A. Any of the aforementioned may request to have an item placed on the agenda by submitting a request in writing to the secretary of the First Selectman by noon, six (6) days prior to the next Board of Selectmen's meeting, in which case it shall appear on the following agenda. A brief scenario shall accompany the request, outlining the reason for which shall be disseminated to the Board of Selectmen.
- B. A representative of the applicable group shall be present at the next scheduled meeting to present the request and be available for questions.
- C. The Board of Selectmen shall discuss the item and ask questions of the representative. A motion then duly made and seconded to end the discussion can then be entertained. If motion is carried by a 2/3 majority of those present, the discussion shall immediately end. The First Selectman can end the discussion, unless appealed by a Board Member.

- D. A vote will then be taken to recommend a Public Hearing, if the Charter requires the same, or the Board of Selectmen feels public input is necessary, even though not required by the Charter. If a hearing is required for action, a vote to schedule a Public Hearing is taken and discussions dropped. \*Once this action is taken, a Public Hearing must be held within two weeks and action can be taken at the next scheduled Board of Selectmen's meeting, after the hearing.
- E. If a Public Hearing is not required by the Charter or recommended by the Board of Selectmen, immediate action can be taken.

**V. Item to be placed on the Agenda by a Member of the Board of Selectmen:**

- A. Any member of the Board of Selectmen can have an item placed on the agenda automatically by contacting the secretary of the First Selectman by noon six (6) days prior to the next scheduled meeting. The Selectmen shall discuss the item being placed on the agenda with the First Selectman and a brief scenario shall accompany the request outlining the reason for the request and other pertinent information, which shall be disseminated, to the Board of Selectmen.
- B. No additions to the agenda shall be made after noon on the sixth (6<sup>th</sup>) day prior to the scheduled meeting or at the point of accepting the agenda unless a motion is made to suspend the rules by a member of the Board of Selectmen.
- C. The procedure as outlined in Section IV numbers 3-5 shall be followed.

**VI. Item placed on Agenda by a member of the Public:**

- A. Any member of the public can submit a request in writing to the First Selectman, who will decide if and when to place the item on the agenda. A brief scenario shall accompany the request outlining the reason for the request and other pertinent information, which shall be disseminated, to the Board of Selectmen.
- B. Any such request not acted upon within thirty (30) days of receipt, or if rejected, must be announced at the beginning of the next scheduled Board of Selectmen's meeting. At which point a motion by any member of the Board of Selectmen can be made as in Section V above.

- C. If a Public Hearing is required for action, voting not to have a hearing shall drop the item.
- D. Once on the agenda, procedures as outlined in section IV, numbers 3-5 shall be followed.


**VII. Suspension of these Rules:**

Any and all rules and procedures can be altered or suspended if agreed upon by the 2/3 of the Board Members. Appeals to this may be made to the Town Attorney for interpretation.

**VIII. Public Input:**

- A. Any member of the public can have input into any item relevant to the Board activity. Public input shall take place after Communications/Correspondence and before Old Business. Public input shall also take place after Reports and before Executive Session.
- B. Public input may be allowed and stopped at any time at the discretion of the First Selectman or by a 2/3<sup>rd</sup> consensus of the Board Members.
- C. Public Comments will be restricted to five minutes the first time, then two minutes thereafter. Commenters must speak into microphone at podium.

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Susan S. Bransfield  
First Selectwoman  
Town of Portland, Connecticut

DATED: Nov. 20, 2019

Revised 02/20/96  
Amended 01/26/94  
Amended 12/8/99  
Amended 12/12/01  
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