

ADOPTED BY THE TOWN COUNCIL WITH AN EFFECTIVE DATE OF MARCH 28, 2011

Town Council Governance

1. Overview

This policy sets forth the basic guidelines for meetings and other governance of the Town Council.

2. Meetings of the Town Council

a. **Regular Meetings of the Town Council**

The Town Council shall hold regular meetings in the Town Hall, or other designated locations deemed appropriate by the Town Council, at 7:00 p.m. on the second and fourth Mondays of each month, unless another date is designated in advance by the Town Council and/or the Town Council cancels a meeting because of a holiday or lack of business.

b. **Work Sessions of the Town Council**

The Town Council may hold work sessions and informational meetings from time to time upon agreement of a majority of its members. Unless an unforeseen emergency exists, no official vote on any business may be taken at a work session or informational meeting. If such a vote is taken, the same motion shall be placed on the agenda of the next regular meeting for ratification.

c. **Special Meetings and Emergency Meetings of the Town Council**

Special meetings or emergency meetings of the Town Council shall be called by the Town Clerk, or a duly authorized assistant, at the request of the Town Council President, or at the request of three (3) members of the Town Council. Notice of a special meeting shall be provided to members in the same manner as required by the Open meetings Act, together with email notice to each council member at least 48 hours before any special meeting. Notice of an emergency meeting shall be personally delivered to each member as far in advance of the meeting as practicable, which may include telephone notice.

At all emergency meetings, the first item on the agenda shall be the emergency business for which the meeting was convened. Such business shall be exclusively considered until it is finally acted upon or until consideration is concluded and no other business shall be considered or acted upon.

d. **Cancellation or Postponement of Meetings**

The Town Council President may cancel or postpone a meeting due to inclement weather or other unforeseen circumstance, after consulting, if reasonably possible, with the Vice President. Notice of

cancellation or postponement shall be distributed to all members of the Council as well as to the public as soon as practicable. If the Town Council President and Vice President are not available, the Town Clerk may cancel or postpone a meeting due to inclement weather or other unforeseen circumstance.

**e. Open Meetings Law**

All meetings of the Town Council, including regular meetings, work sessions, informational meetings, special meetings, and emergency meetings shall comply with the provisions of Title 42, Chapter 46 of the Rhode Island General Laws ( the Open Meetings Law) governing notice, open meetings, closed sessions, and preparation and availability of minutes; provided, however, that if it is not possible to post notice of an emergency meeting 48 hours in advance, notice of such a meeting shall be posted immediately upon scheduling of the meeting and shall remain posted at least 48 hours following the meeting.

**3. Conduct of Meetings**

**a. Presiding Officer**

The President, or in the President's absence, the Vice President shall preside at all meetings. In the event of the absence of both the President and Vice President, or in the event that both the President and Vice President are unable to discharge the duties of the President, the Town Council, with the senior member in point of service presiding, shall elect another member to perform the duties of the President during the absence or disability of both the President and Vice President. The term "President" used throughout this policy shall also mean the acting presiding officer as the context requires.

**b. Meeting Governance**

The President shall take the chair at the time designated for the meeting of the Town Council, and shall promptly call the members to order. Four (4) members of the Town Council shall constitute a quorum. The start of a meeting may be delayed for a reasonable period of time pending arrival of a fourth Councilor needed to constitute a quorum. The President shall preserve order and decorum, and shall hear and rule on all points of privilege and points of order. The President may speak on points of order in preference to other members.

**c. Voting**

Votes shall normally be taken by a show of hands. The Town Clerk shall record the specific members voting in the affirmative or negative or abstaining. If the vote on any question before the Town Council is not unanimous, the President may ask the Town Clerk to conduct a roll call vote, and the Town Clerk shall separately record the vote of each member.

**d. Speaking by Members of the Town Council**

A member wishing to speak shall address the President. After being recognized to speak, a member shall not be interrupted except by a question of a point of order, or to yield to another member. Each member shall confine his/her remarks to the question under debate. No member shall speak more than once on the same question until all other members wishing to speak on the question have done so. Meetings shall be conducted in an orderly manner. The President may place reasonable limits on debate, unless overruled by the affirmative vote of two-thirds (2/3) of members present. Rules of procedure shall not be utilized to suppress the rights of members to have a reasonable opportunity to be heard, and the President shall endeavor to protect those rights, but will at all times possess the inherent authority and responsibility to ensure that meetings are run in good order and with proper decorum.

**e. Speaking by Members of the Public**

- (1) Members of the public shall be entitled to speak at regular meetings during any period designated on the agenda for public comment once, for a period of three minutes, or longer at the discretion of the President, and at other times only when invited to do so by the President. If the President allows participation by the public on an item where the public is not otherwise entitled to speak, then the President shall allow all those wishing to be heard a reasonable opportunity to be heard, subject to reasonable constraints on the length of comments and the number of speakers. If in the judgment of the President, it is not possible to accommodate the desired participation of every member of the public wishing to be heard, the President shall endeavor to ensure that contrary viewpoints are aired at least once before reasonably ending public participation.
- (2) Members of the public shall address their comments to the question under debate. Any member of the public wishing to speak shall speak at the podium, use the microphone, and state his or her full name and connection, if any, to Tiverton. Speakers shall not be required to provide their address, but the President may provide residents of Tiverton with priority in order of speaking.
- (3) The President shall enforce order and decorum among members of the public in attendance at meetings. Any person when entitled or permitted to address the Town Council shall, while speaking, be subject to the same rules and shall be entitled to the same privileges of order applicable to members of the Town Council, provided, however, that a member of the Town Council may ask the speaker a question or obtain information.

**f. Time of Adjournment**

No item of business other than that of adjournment may be conducted before the Town Council at any meeting after three and one-half hours of length; provided, however, that this rule may be suspended by affirmative vote of two-thirds (2/3) of members then present.

**g. Minutes**

Minutes will be taken by the Clerk of the Town Council or otherwise as provided below. The Town Council will endeavor to keep minutes as comprehensive as reasonably possible, but will, at a minimum, provide sufficient detail as to comply with the Open Meetings Act. In addition to written minutes, audio and video recordings of meeting are encouraged. Members of the public shall also be free to take audio and video recordings of open sessions, so long as equipment does not interfere with the meeting or the public's rights to observe and participate in the meeting. Finalized minutes shall be adopted by majority vote of the Town Council, but any objection to the minutes by minority voting members must be noted in the finalized minutes if the objecting member so requests.

**4. Meeting Agenda**

**a. Preparation**

The Agenda for regular meetings shall close at 3:00 p.m. on the Tuesday before a Monday meeting. Any member of the Town Council or of the public may request a New Business item to be placed on the Agenda by filing the designated form, together with appropriate supporting documentation, with the Town Clerk by Tuesday afternoon at 3:00 p.m.

The Town Administrator and the Town Solicitor shall work in conjunction with the Office of the Town Clerk in the preparation of the Agenda at the direction of the Town Council. Unless otherwise instructed by the Town Council President, the Town Clerk shall have the authority to reject agenda items, other than those submitted by a member of the Town Council, that the Town Clerk deems not appropriate for the Agenda, including but not limited to, those items that do not specify an action to be taken by the Town Council that is within its power to take, those items lacking sufficient supporting documentation, and those items where there is insufficient time to refer to other Town agencies or officials prior to coming before the Town Council. The Town Clerk shall also have the discretion and authority to exclude and reschedule any agenda item submitted by a member of the Town Council that could reasonably be expected to extend the meeting beyond the deadline of 10:30 p.m. established by section 3F, with notice to whoever submitted the item. If the member of the Town Council submitting the item to be excluded and rescheduled objects, a final decision will be made by the President of the Town Council or if not available by the Vice President. The Town Clerk shall also have the authority to accept additional Agenda items from the Town Administrator, Town Solicitor, or any Town Councilor

after 3:00 p.m. on the Tuesday before a Monday meeting, if such items are necessary for the safe, healthy, efficient and economical administration of the Town.

The Agenda shall be finalized by 4:00 p.m. on the Wednesday before a Monday meeting, and made available for Council members and the general public on Thursday by 12:00 p.m. and on Friday morning at 10:00 a.m. on weeks where Monday is a holiday. The Agenda shall promptly be posted in compliance with State law and the Town Charter. The Agenda "packet" shall consist of the agenda, together with all appropriate supporting documentation, provided that supporting documentation for Executive Session matters shall not be part of the publicly available packet. Council members' Agenda packets shall be placed in the members' mailboxes in Town Hall, unless a Council member requests that the Agenda packet be mailed to him or her. Councilors shall also receive electronic copies of agenda and basic supporting documents. Agenda packets shall be available for inspection in Town Hall, and shall be provided to any member of the public upon request, provided however that a reasonable copying charge in compliance with the Access to Public Records Act may be imposed for the Agenda packet or any part thereof. The Agenda packet shall also be converted to electronic format and posted on the Town website as soon as practicable after the hard copy is made public.

**b. Items Added During A Meeting**

New Agenda items can be added only during the Council meeting by majority vote of the Council members present pursuant to RIGL § 42-46-6(b), such additional items shall be for informational purposes only and may not be voted on except where necessary to address an unexpected occurrence that requires immediate action to protect the public or to refer the matter to an appropriate committee or to another body or official.

**c. Consent Agenda**

All items listed with a "(CA)" are to be considered routine by the Town Council and will ordinarily be enacted by one motion. There will be no separate discussion of these items unless a member of the Council, or a member of the public so requests and the Town Council President permits, in which event the item will be removed from Consent Agenda consideration and considered in its normal sequence on the agenda.

**5. Recusal**

Pursuant to Rhode Island General Laws § 36-14-6, when a member of the Town Council must refrain from participating in discussion and/or voting on a particular matter because of an ethical conflict of interest, that member shall complete a "Recusal Form" which will be filed as part of the record of the meeting. Said form shall be kept on file in the Office of the Town Clerk, and a copy shall be forwarded by the Office of the Town Clerk to the Rhode Island Ethics Commission. Although not required by the Rhode Island Ethics Commission, it shall be a rule of the Town Council that if any member of the Town Council should recuse himself or herself, he or she shall get up from his or her chair and leave the table. He or she may remain in the room, and may exercise his or her First Amendment rights to

address the Council as, and only as, a member of the general public under the same terms and conditions as the rest of the public, and consistent with Rhode Island Law and Ethics Commission rulings.

**6. Meeting Support**

**a. Clerk of the Council**

Pursuant to the Rhode Island General Laws § 45-5-5, the Town Clerk shall be the Clerk of the Town Council. Minutes shall be kept of all meetings of the Town Council by the Town Clerk. If the Town Clerk or Deputy Clerk shall not appear at the time and place appointed for the meeting of the Town Council, the Town Council may appoint a clerk pro tempore, who, after being duly engaged, shall do and perform all the duties enjoined by law on the Town Clerk as Clerk of the Town Council. Pursuant to Rhode Island General Laws § 45-7-2, the Deputy Clerk shall have all the powers and perform all the duties which are incumbent on the Town Clerk.

**b. Other Support**

Meetings will normally be attended by the Town Administrator and the Town Solicitor. The Town Administrator may direct a department head to attend meetings to the extent relevant. Upon receiving an agenda request involving Town official other than the Town Council, the Town Clerk will attempt to notify the relevant officials through proper channels. The Town Council President may on behalf of the entire Town Council invite any person to attend a meeting.

**7. Other Governance of the Town Council**

**a. Actions by President**

The Town Council President is the highest elected official of the Town and shall be the Town Council's representative officer, with all of the rights and responsibilities thereto, and is cloaked with the authority inherent in such position unless other authority applies. When action is required by the President on behalf of the Town Council for a matter which time or circumstances do not permit bringing before the entire Town Council, the President may act in his or her best judgment so long as he or she attempts to first consult with the Vice President, unless a clearly imminent emergency requires otherwise. In all events, the Town Council President will transmit a message as soon as reasonably possible to the entire Town Council of any such action taken.

**b. Actions by Councilors**

Other than the President, no Councilor may hold himself or herself out as a representative of the entire Town Council nor act or purport to act on behalf of the Town Council unless duly authorized to do so by the Town Council President or the Town Council. Whenever any Councilor holds himself or herself out as, or takes, attempts to take, or purports to take, any action as a representative of the

Town Council, he or she shall report the matter to the Town Council President or Town Council as soon as possible.

**c. Messages**

To ensure compliance with the Open Meetings Act, Council members are encouraged to send communications meant for at least a quorum of the Town Council through the Town Clerk. Such communications may be in a one-way direction only, and Council members shall not respond on the substance of any matter which would create a quorum or rolling quorum. Notwithstanding the foregoing, Councilors may freely discuss matters of scheduling so long as the substance of any particular item which should be discussed at a noticed meeting is not discussed by a quorum.

**8. Matters Not Addressed**

Any question of procedure not addressed by applicable law or this policy or other rule duly adopted by the Town Council shall be governed by "Robert's Rules of Order," newly revised 10<sup>th</sup> edition, published by DaCapo Press, Cambridge, Massachusetts, 2004. Deviations from ordinary rules require the affirmative vote of two-thirds (2/3) of present members, subject to the inherent authority and responsibility of the President to ensure good order and decorum of meetings.

**9. Coordination**

This policy is not meant to, and shall be interpreted not to, conflict with the Open Meetings Law or other applicable law.

**10. Related Authority**

Open Meetings Law  
Access to Public Records Act  
Rhode Island Code of Ethics  
RIGL § 45-5-1, § 45-5-3 to -5, § 45-5-7  
Charter § 102, § 103:art.IV, § 503(4) & (12); § 801, § 803