



STRATFORD TOWN COUNCIL

Room 212
2725 Main Street, Stratford, CT 06615
(203) 385-4035

Any individual with a disability who needs special assistance to participate in the meeting should contact the ADA Coordinator at 203-385-4020 or 203-385-4022 (TDD) 5 days before the meeting, if possible.

NOTICE OF SPECIAL MEETING

In accordance with the provisions of §2.1.3 of the Charter of the Town of Stratford, at 8:00 p.m. on December 11, 2023, the newly elected Council Members shall be sworn, shall assume the duties of their office, and will conduct the inaugural meeting of the 52nd Session of the Stratford Town Council in Council Chambers of Stratford Town Hall, 2725 Main Street, Stratford.

AGENDA

CALL TO ORDER by Town Clerk Susan Pawluk, Temporary Chair
INVOCATION AND PLEDGE OF ALLEGIENCE - Mayor Laura R. Hoydick

1. ADMINISTRATION OF THE OATH OF OFFICE OF NEWLY ELECTED OFFICIALS

CONSTABLES

Frank Bevacqua
William Boyd
Richard Brown
Carol Cabral
Judy Cleri
Laura Markis-Johnson
Edward Scinto

PLANNING COMMISSION

Mr. Joseph Gerics, Planning Commission, District I
Mr. Maxwell Dulin, Planning Commission, District I

ZONING COMMISSION

Linda Manos, Zoning Commission, District I
Jf Ewald Joseph, Zoning Commission, District I

ZONING BOARD OF APPEALS

Christopher Silhavey, Zoning Bd. Of Appeals, District IV
Michael Carroll, Zoning Bd. Of Appeals, District V
Paula Sweeley, Zoning Bd. Of Appeals, District I

BOARD OF EDUCATION

Christopher Cormier
Jill D'Angelo Powers
William O'Brien

2. ADMINISTRATION OF THE OATH OF OFFICE OF NEWLY ELECTED TOWN COUNCIL MEMBERS *(Term of Office: December 11, 2023 to December 8, 2025)*

- First District – Honorable Thomas Bryan O'Connor
- Second District – Honorable Christopher Green
- Third District – Honorable Alvin O'Neal
- Fourth District – Honorable Renee Gibson
- Fifth District – Honorable Anthony Afriyie
- Sixth District – Honorable Kerry Whitham
- Seventh District – Honorable Kaitlyn Shake
- Eighth District – Honorable Carl Glad
- Ninth District – Honorable Alan Llewelyn
- Tenth District – Honorable Paul Aurelia

3. SELECTION OF COUNCIL CHAIRMAN FOR THE 2023-2025 TERM

4. SELECTION OF COUNCIL CHAIRMAN PRO-TEMPORE FOR THE 2023-2025 TERM

5. SELECTION OF COUNCIL CLERK FOR THE 2023-2025 TERM

RESOLVED: that MARGARET S PAQUETTE of CALIFORNIA STREET be and is hereby appointed as the Council Clerk for the 2023-2025 term.

6. ADOPTION OF RULES OF PROCEDURE *(Proposed Rules Appended as pages 3-7)*

RESOLVED: that the Rules of Procedure as appended be and are hereby adopted for the 2023-2025 term.

7. APPROVAL OF MINUTES Regular meeting of November 13, 2023 and special meeting of December 4, 2023

RESOLVED: that the reading of the minutes of the regular meeting of November 13, 2023 and special meeting of December 4, 2023 be dispensed with as copies thereof have been previously provided to each Council Member and the same be and are hereby approved.

8. ADJOURNMENT

STRATFORD TOWN COUNCIL RULES OF PROCEDURE

(See Charter, Section 2.1.4.)

2023-2025 Term

I DEFINITION

- A. *Presiding Officer* and *Council Chair* shall have the same meaning in these Rules of Procedure and in all Council records, correspondence, ordinances, resolutions, communications, documents and other matters as the term “Council Chairman” which is defined in Section 2.1.5 of the Charter of the Town of Stratford.
- B. *The Public* shall include residents and taxpayers of the Town of Stratford-

II PRESIDING OFFICER AND RECORD

- A. The Council Chair, or in the absence of the Council Chair, a Chair Pro Tempore as appointed by the Council shall preside at all Council meetings, and on the appearance of a quorum shall call the members to order. The Council Chair, or in the absence of the Council Chair, a Chair Pro Tempore, shall cause the records of the previous meeting to be read unless such action is waived by a majority vote of all members of the Council. (See Charter, Section 2.1.5.)
- B. The Council Chair shall not be removed from such appointment except by the affirmative vote of seven (7) members of the Council taken by roll call.
- C. This aforementioned Rule (Numbered II.B.) shall not be changed except by the affirmative vote of eight (8) Council Members taken by roll call.

III ORDER AND APPEAL

The Presiding Officer shall preserve order and decorum and shall decide all questions of order upon which no debate shall be allowed except by request of the Presiding Officer, but any such decision shall be subject to an appeal to the Council made by motion regularly seconded and decided by a majority vote of the council members in attendance at the meeting. Debate shall be allowed on appeal.

IV ORDER OF BUSINESS

The Order of Business shall be as follows:

First: Approval the Minutes of the previous meeting.

Second: Ceremonial presentations and awards as properly noticed in the meeting’s council agenda.

Third: Reading and disposing of communications, bills, petitions, remonstrances and memorial, or other matters, which may be referred to an appropriate Committee, Board, or Town Officer by the Council Chair. Such reference shall be subject to an appeal to the Council, whereby such dispositions shall be determined by a majority of the Council present.

Fourth: Reading and disposing of Mayor’s report, Questions for the Mayor, and Town Attorney’s report.

Fifth: Unfinished and/or Old Business.

Sixth: Ordinances and Resolutions.

Seventh: New Business.

Eighth: Adjournment.

V AGENDA

- A. The Council Clerk shall prepare an agenda relating to the order of business to be considered at the regular Council meetings. All new business to be included in such agenda, including resolutions and action items recommended by

Committees, Boards or Town Officers, shall be presented in its complete form to the Council Clerk not later than four-thirty (4:30) P.M. on the Wednesday preceding the next regular Council meeting at which the matter is to be considered. The Council Chair must approve any matter requested to be placed on the agenda. An item may be added to the Council agenda only with a vote of seven (7) Council Members at the regularly scheduled meeting.

B. The Council Clerk shall distribute copies of the agenda to each Council Member, the Mayor, Chief Administration Officer, the Town Attorney and Assistant Town Attorneys, on or before the Thursday preceding the date of the regular Council meeting.

VI FILLING VACANCIES

Only a properly distributed agenda requesting an appointment to fill a vacancy shall be acted upon at the meeting at which it is presented; other requests to fill a vacancy shall be placed upon the agenda for the next meeting of the Council, regular or special, as the case may be, at which time action in filling the vacancy may be taken.

VII QUORUM

A quorum of the Council shall consist of six (6) Council Members. (*See Charter, Section 2.1.4.*)

VIII ORDER OF MOTIONS AND DETERMINATION OF VOTES

A. During debate, only the following motions shall be received by the Council Chair, and they shall have precedence in the following order:

- (1) To fix the time of adjournment (which may be amended as to time).
- (2) To adjourn.
- (3) To reconsider.
- (4) To lay on the Table.
- (5) To move the previous question.

The preceding motions (1 through 5) shall not be debatable nor subject to amendment, except as stated above.

- (6) To postpone to a time certain.
- (7) To commit or to recommit.
- (8) To amend.
- (9) To postpone indefinitely (which may not be amended).

The preceding motions (6 through 9) shall be debatable and subject to amendment, except as stated above.

B. The Presiding Officer shall declare all votes. If a vote be doubted, the Presiding Officer shall order a roll call vote or any member of the Council may request a roll call vote.

C. Any of the aforesaid motions shall be carried by a majority vote of the Council Members in attendance at the meeting of the Council.

IX WITHDRAWAL AND RECONSIDERATION OF MOTIONS

A. A motion may be withdrawn by the mover at any time before a decision or amendment.

B. In the event a motion has been carried, whether in the affirmative or negative, it shall be in order for any member who voted with the prevailing side to move a reconsideration thereof at the same, or at the regular meeting next succeeding the meeting at which the vote was taken, and such motion shall take precedence over all other questions except a motion to fix the time to which to adjourn and to adjourn.

C. However, no question shall be twice reconsidered, nor shall any vote which has caused action that cannot be reversed be reconsidered.

X MOTION IN WRITING

The Presiding Officer shall state any motion which is made and seconded. A motion which is in writing shall be read

aloud to debate unless copies of same have been distributed to all Council Members. Any motion shall be reduced to writing at the request of the Presiding Officer or of any Council Member.

XI ROLL CALL VOTE ON FINAL PASSAGE OF ORDINANCE

A roll call vote shall be taken upon the final passage of any ordinance.

XII AMENDMENTS AND DIVISIONS

No motion or proposition on a subject different from that under consideration shall be recognized by way of an amendment. Any Council Member may move for a division of the question when each of the divided questions may be acted upon properly. An affirmative vote of the majority of the Council Members in attendance at the meeting of the Council shall be necessary to divide a question,

XIII COUNCIL COMMITTEES AND OTHER APPOINTMENTS

A. A majority of the Council shall appoint, except as otherwise provided by Charter or State Law, such Committees and their members, as it deems necessary for the proper conduct of Town affairs.

B. Except as otherwise provided by Charter or State Law, a majority of the Council Shall also have the power to appoint Council representation to any Board, Commission, Conference, Committee or other body which may request the same.

C. Once duly appointed and ratified by a majority vote of six (6) Council Members, the appointment of the Committee Members and the Council Clerk shall not be changed except by the affirmative vote of seven (7) Council Members taken by roll call.

D. Subject to these Rules of Procedure, all Council Members shall have the right to address any Committee of the Town Council at a meeting of such Committee.

E. On all Council Committees and other appointments except as otherwise provided by law, a Council Member may appoint an alternate to represent him/her at a meeting of said committee of which they are a member. That appointee can only be another Council Member appointed by the Council Member who is not going to be present at said meeting. The alternate Council Member will be allowed to make any appropriate motions and vote on any and all issues that come before that committee on that date. The Council Member who will be absent must notify the Chair of said committee, either verbally or electronically stating whom the alternate Council Member will be.

F. This Rule shall not be changed except by the affirmative vote of seven (7) Council Members taken by roll call.

XIV DUTIES OF COMMITTEES

A. The Chair of each Committee shall appoint the Committee Secretary.

B. Each Committee shall keep written minutes, copies of which shall be filed with the Town Clerk and uploaded to the Town website.

C. Each Committee, Board, or Town Officer to which may be referred any petition, matter or thing, shall present their report at the next regular meeting of the Council after such reference, unless otherwise specifically directed. Extensions of time for the filing of such report may be granted at the discretion of the Council Chair.

XV REFERENCES TO COMMITTEES

Any new business relating to an ordinance, order, resolution, or other matter appropriately requiring Committee action may be referred by the Council Chair to any Committee, unless determined to the contrary by a majority vote of the Council Members present. Resolutions or petitions relating to the adoption or amending of any ordinance may be referred to the Ordinance Committee by a majority vote of the Council Members present.

XVI ENDORSEMENTS AND PRESENTATIONS

All written resolutions and ordinances shall be endorsed with the name of a Sponsor who shall be a Council Member. If no Sponsor is named, the entire Council can sponsor the ordinance or resolution. A resolution or ordinance shall be considered in the order of its presentation unless a subsequent matter is prior in its nature.

XVII RESTRICTIONS ON SPEAKING

Only Council Members and the Mayor shall be recognized to speak at meetings of the Town Council except for those persons a Council Member wishes to question. No member or the Mayor shall speak more than once on a question until each member and the Mayor choosing to speak has done so. In no event shall a member speak more than twice on any question. In the event two or more members and or the Mayor desire recognition at the same time, the Presiding Officer shall designate the member or the Mayor to speak first. All remarks shall be directed to the Council Chair and be confined to and be germane to the question in debate. A speaker permitted to speak pursuant to these rules shall not be interrupted by another except by a call to order or to correct a mistake.

XVIII VOTE ON ORDINANCES AND RESOLUTIONS

A. Every ordinance or resolution shall require, for final passage, the affirmative vote of six (6) Council Members or, in the event of a tie vote of 5-5, the affirmative vote of five (5) Council Members and the Mayor. *See Charter, Section 2.2.8.*

B. Further, any ordinance providing for the issue of bonds shall require the affirmative vote of seven (7) Council Members. *See Charter, Section 2.2.4.*

C. Further, any ordinance or resolution, which, pursuant to the charter, Town Code or other law, requires the affirmative vote of a greater number of Council Members, shall require the affirmative vote of that number.

XIX VOTE ON TRANSFER OF FUNDS

Authorization of the transfer of funds shall require the affirmative vote of seven (7) Council Members. *See Charter, Section 6.2.5.*

XX ADOPTION OF ORDINANCES

No ordinance shall be passed until it has been read at two (2) separate meetings or unless such readings are dispensed with by vote of seven (7) Council Members. The final reading shall be in full, unless the measure shall have been printed or typewritten and a copy thereof furnished to each member prior to such readings. *See Charter, Section 2.2.8.* A full reading shall not be necessary if the measure has been printed and provided to each Council member.

XXI SPECIAL APPROPRIATIONS

A special appropriation of money shall be approved by the affirmative vote of six (6) Council Members taken by roll call; but the Council shall have no power to make any special appropriation out of unappropriated revenues unless the revenues of the Town are sufficient for the purpose.

XXII VOTE REQUIRED OF MEMBERS

No Council Member shall be excused from voting, except on matters involving a conflict of interest. *See Charter, Section 2.2.8.* Further, no Council Member shall be permitted under any circumstances whatever to vote after the decision is announced from the Council Chair.

XXIII PARLIAMENTARY LAW

All differences of opinion in regard to points of order or modes of proceeding not herein otherwise provided for shall be governed by Parliamentary practice as set forth in "*Robert's Rules of Order.*"

The Council Chair may refer all unresolved questions of Parliamentary procedure to the Town Attorney or Assistant Town Attorney present at the current meeting for his or her interpretative ruling.

In the absence of the Town Attorney or Assistant Town Attorney present at the current meeting, the Council Chair may appoint a substitute person designated as Council Parliamentarian to refer questions of Parliamentary procedure for his or her substitute interpretative ruling.

XXIV SUSPENSION OF RULES

These Rules may be suspended at any meeting of the Council by the affirmative vote of six (6) Council Members. A motion made hereunder shall designate the particular rule proposed to be suspended and the purpose of the proponent.

XXV CHANGE OF RULES

The foregoing Rules, except such as are Charter provisions and except as otherwise provided, may be repealed, amended, or new ones added by resolution approved by the affirmative vote of seven (7) Council Members.

XXVI PUBLIC FORUM

A public forum of not more than sixty (60) minutes in length shall be held immediately prior to all regular Council meetings, during which time members of the public may address the Council on any appropriate matter.

A registration form will be made available prior to the public forum and members of the public wishing to address the Council shall enter their names upon said form. Only those persons so registered shall be entitled to address the Council at the public forum. The Council Chair at the commencement of each public forum shall impose a time limit, which is appropriate to the circumstances but not to exceed three (3) minutes, on each speaker. Should any member of the public wish to address the Council for a period in excess of three (3) minutes, that member should prepare a written communication and forward the same to the Council Chair. The Council Chair shall cause copies of the same to be distributed to each Council member in an expeditious manner. The public shall include residents of the Town of Stratford and Town of Stratford tax payers.

Notwithstanding any rule regarding the suspension of these Rules of Procedure, the limitations imposed by this section XXVI may be waived by an affirmative vote of six (6) Council Members.