APPROVED APRIL 28, 2026

RULES OF PROCEDURE
GLASTONBURY TOWN COUNCIL
2025-2027

INTRODUCTION:

It is the intention of the Council of the Town of Glastonbury to conduct the Town's business in an efficient and organized manner for the convenience of the citizens of the Town. In order to accomplish this, Rules of Procedure are required to supplement the requirements of Chapter 3 of the Connecticut General Statutes and Chapter 3 of the Glastonbury Town Charter. In addition, Robert's Rules of Order**,** Newly Revised September 2011, shall be used to govern parliamentary procedure to the extent not set forth below.

Council meetings will be conducted in a businesslike, respectful manner in accordance with these Rules of Procedure. Profanity, loud, disrespectful, threatening or disruptive behavior by meeting attendees is not permitted and the Chairman may terminate the individual(s) privilege to address the Council and may have the individual(s) removed from the meeting venue.

1. REGULAR MEETINGS:

Generally, the Council meets in regular session on the second and fourth Tuesdays of each month at 7:00 p.m. in the Glastonbury Town Hall, or at such other time or place as the Council may designate by majority vote of the members present at a regular meeting. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day.

2. SPECIAL MEETINGS:

Special meetings may be called by the Chairman, by majority vote of the members present at any regular or special meeting of the Council, or upon written request of three (3) members of the Council to the Town Manager. The Town Manager shall give notice of such meeting stating the means by which the meeting was called and the purpose, time and location of the meeting. The Town Manager shall cause such notice to be given to each member of the Council and the Town Clerk, at least two (2) days before such meeting either (i) at a regular or special meeting of the Council, (ii) by serving such notice personally upon them, or (iii) by leaving such notice at their respective places of residence; provided however, a Council Member may, in accordance with CGS Section 1-225(d), dispense with delivery of notice at his or her place of residence by providing the Clerk of the Council with a waiver of such requirement, which waiver may also authorize delivery of such notice by electronic means.

3. EMERGENCY MEETINGS:

Notwithstanding other provisions of these rules, emergency meetings may be called by the Chairman or on written request by three (3) members of the Council to conduct business in accordance with Section 311 of the Charter of the Town of Glastonbury. Notice of such meeting, stating the time, place and purpose, shall be given to each member of the Council and the Town Clerk at least twenty-four (24) hours before such meeting, either (i) at a regular or special meeting of the Council, (ii) by serving such notice personally upon them, or (iii) by leaving such notice at their respective places of residence; provided however, a Council Member may, in accordance with CGS Section 1-225(d), dispense with delivery of notice at his or her place of residence by providing the Clerk of the Council with a waiver of such requirement, which waiver may also authorize delivery of such notice by electronic means.

Additionally, the twenty-four (24) hour requirement may be waived provided at least five (5) members of the Council agree that it be waived and provided all members of the Council have been given such notice by one of three means given above, and provided a copy of the minutes of the meeting stating the nature of the emergency and the proceedings occurring at such meeting are filed with the Town Clerk within two (2) hours of the opening of the next business day. Only those matters contained in the notice may be considered at the emergency meeting.

4. PUBLIC COMMENT SESSION:

At the opening of each Council meeting, an opportunity shall be provided for the public to be heard. Each person shall sign his or her name and address on a sheet and restrict his/her comments to three (3) minutes, and may not speak more than once at any Council session. When commenting, speakers shall give their name and address. The Chairman will recognize persons and shall give priority to those persons desiring to speak on items on the agenda for the meeting, except those items duly scheduled as a public hearing. No debate or dialogue between members of the public and the Councilors will be permitted. However, during the time set aside for Council business, a Councilor may ask questions of citizens concerning particular business items. Questions, responses and follow-up to the Public Comment Session can be presented and discussed as part of the 'Special Reports' portion of the agenda.

The time set aside for citizen comments shall be up to one-half (1/2) hour immediately following the roll call at regular meetings. The Public Comment Session may be extended at the discretion of the Chairman.

5. ORDER OF BUSINESS:

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council, by at least five (5) affirmative votes, changes the order:

(1) Roll Call and Pledge of Allegiance
(2) Public Comment Session
(3) Special Reports
(4) Old Business
(5) New Business
(6) Consent Calendar
(7) Town Manager's Report
(8) Town Council Comments
(9) Committee Reports
(10) Communications
(11) Minutes
(12) Appointments and Resignations
(13) Executive Session

The business of all special and emergency meetings of the Council shall be transacted in the following order, unless the Council, by at least five (5) affirmative votes, changes the order:

(1) Roll Call.
(2) Public Communications and Petitions pertaining to the Call.
(3) Special Business as contained in the Call.

Meetings shall not extend past 11:00 p.m. unless approved by five (5) affirmative votes.

6. AGENDA:

(a) All reports, communications or other matters to be submitted to the Council shall be delivered to the Town Manager at least seven (7) days prior to each regular meeting. When action of the Council is desired, a specific resolution or ordinance, or recommendation for the type of action, should be included with the material submitted. No action shall be taken under Committee Reports or Appointments and Resignations unless a specific subject matter is indicated on the agenda.

(b) The Town Manager shall form an agenda by listing such matters according to the order of business above and shall generally meet with Council Leadership the week prior to each regular meeting to review proposed agenda topics. The Town Manager shall furnish each member of the Council a copy of the agenda and the supporting material at least four (4) days prior to the Council meeting, if reasonably possible. Simultaneously, a copy of the agenda shall be furnished to the Town Clerk's Office. In addition, the Town Manager shall arrange for display of one or more copies of the agenda for use of the general public at the time of the meetings of the Council in an appropriate manner.

(c) Matters may be added to the agenda for a regular meeting upon the affirmative vote of two-thirds of the members present and voting but not fewer than five (5) affirmative votes affirmative votes.

(d) Action may only be taken at a regular meeting concerning matters that are on the agenda for that regular meeting as a result of either (a) or (c) above. The absence of a resolution or ordinance or recommendation for type of action in the agenda or supporting material shall not be cause for prohibiting action that is otherwise proper.

7. PRIVILEGE OF THE FLOOR:

Except when a member of the Council has, or desires, the floor, the Town Manager shall have the privilege of the floor for the purpose of giving information to the Council. The Town Attorney shall also have the privileges of the floor for the purpose of advising the Council on legal matters. The general public shall also have the floor at the discretion of the Chairman.

8. MOTIONS:

(a) In the event the Chairman desires to make a motion, he/she shall relinquish the Chair to the Vice Chairman who then shall preside during any discussion and vote on such motion or motion as amended, following which the Chairman shall reassume the Chair.

(b) When a member of the Council wishes to move a question, five (5) affirmative votes are required.

(c) If a member of the Council wishes to abstain from voting, the member shall so state, along with the reason, before the vote is called for, and the member's vote shall be recorded as an abstention.

(d) A meeting of the Council, Regular, Special or Emergency, may adjourn on order of the Chairman or on motion of a member of the Council, seconded and carried by a majority of the members of the Council present.

(e) A recess of a Town Council meeting may be allowed when there is unanimous consent to the Council Chair’s informal (non-motion) request for a recess.

9. CONSENT CALENDAR:

(a) When the Town Manager determines that any item of business requires action by the Council, but is of a routine and non-controversial nature, the Town Manager may cause such item to be presented at a regular meeting of the Council as part of a Consent Calendar.

(b) The Consent Calendar shall be introduced by a motion "To approve the Consent Calendar” and shall be considered by the Council as a single item and voted accordingly.

(c) There shall be no debate or discussion by any member of the Council regarding any item on the Consent Calendar.

(d) All items on the Consent Calendar which require public hearings shall be open for hearing simultaneously, and the Chairman shall announce, or direct the Clerk of the Council to announce, the titles of all such items.

(e) On objection by any member of the Council to inclusion of any item on the Consent Calendar, that item shall be removed from the Consent Calendar. Such objection may be recorded at any time prior to the taking of a vote on the motion to approve the Consent Calendar. All such items shall be considered individually in an order determined by the Chairman.

(f) Approval of the motion to approve the Consent Calendar shall be fully equivalent to approval, adoption or enactment of each motion, resolution, ordinance or other item of business thereon, exactly as if each had been acted upon individually.

(g) The Consent Calendar may include appointments and resignations.

10. CONDUCT OF PUBLIC HEARINGS:

A. General Provisions:

Public Hearings of the Glastonbury Town Council shall be called to order at the appointed hour by the Chairman of the Council, who shall preside at such hearings.

When a public hearing on more than one subject is scheduled for the same time and place, the subjects shall be heard by the Council in the order in which they are listed in the notice of the hearing. Any change in such order can be made with the unanimous consent of the members of the Council present at the hearing.

B. Specific Provisions:

(a) Identification

Persons desiring to speak must give their name, address and the name of the organization they represent, if any, to the Clerk of the Council, either prior to the commencement of the hearing or immediately upon being recognized by the Chairman.

(b) Time Allotted to Hearings

The sponsors of the hearing subject shall confine their remarks to twenty (20) minutes and others speaking on the subject to five (5) minutes each unless an extension is granted by the Chairman. The Chairman may limit the public hearing to two (2) hours and limit all public hearings scheduled for the same date to three (3) hours. In the event that a public hearing is recessed before conclusion, it shall be recessed to a subsequent time and date set by the Council upon declaring the hearing to be in recess.

(c) Speaking at Public Hearings

The sponsoring organization shall be permitted the first opportunity to speak on behalf of the proponents. Other proponents may then speak on the subject. In matters of priority, the Chairman shall determine the order of speakers as well as when questions may be asked and/or answered. When all proponents have completed their remarks, the opponents shall be given equal opportunity to speak on the subject. At the discretion of the Chairman, the order of speakers (proponents, opponents, others) at a public hearing may be changed.

(d) Limit on Time a Person May Speak

No person shall be permitted to speak more than once on the hearing subject, except that questions may be addressed through the Chairman to persons who have spoken at the hearing. In the event that new material is introduced, previous speakers may, at the discretion of the Chairman, address remarks to the new material.

(e) Additional Information Following Conclusion of Public Hearing

Following the conclusion of the public hearing, the Council will not consider additional evidence, presentations, explanations, or arguments by either proponents or opponents of the subject of the hearing. The Council may consult with members of Town staff concerning matters raised or evidence introduced at the public hearing; however, the Council may not use consultations with members of Town staff as a means of obtaining new or additional evidence, presentations, explanations or arguments not presented at the public hearing. Additionally, following closure of a public hearing, members of the Council shall have the opportunity to express findings and conclusions on the public hearing subject. These findings and conclusions may, at the Council's request, be incorporated by Town staff into a proposed resolution regarding the public hearing subject for subsequent action by the Council.

C. Participation - Public Hearing - By Members of the Council:

Members of the Council shall not speak during a public hearing except to submit questions with the permission of the Chairman.

11. COMMITTEES:

Special committees for a particular purpose may be appointed by the presiding officer, subject to the confirmation of the Council.

12. AMENDMENTS:

Any amendment to these rules shall be submitted in writing at any regular meeting of the Council and may be adopted by no less than five (5) affirmative votes of the members at a subsequent meeting of the Council.

13. REPEAL:

All previously adopted rules governing Council procedures, exclusive of Charter provision, if any, are hereby repealed.

At its meeting on December 10, 1991, the Council unanimously voted to attach the Guidelines for Utilizing Services of Town Attorney and Cataloging of Opinions to the Rules of Procedure.

14. GENERAL GUIDELINES:

Executive Session

Executive Session, as needed, may be held at the start, during, or at the end of Regular, Special and Emergency meetings as determined by the particular topic and business agenda for the particular meeting.

Public Hearings

Public hearings on major topics shall be scheduled to allow for continuance, as needed, to the next following Council meeting.

Remote Participation

Council Members may attend Regular, Special and Emergency meetings through remote participation (video conference and teleconference) in accordance with the following protocols:

1. Members participating by video conference can be viewed and heard and by teleconference identified and heard by other Council Members and the public attending in person and by video conference.
2. As reasonably possible, a member planning to attend an in-person meeting by video conference or teleconference shall provide the Council and Town Manager at least two days' notice of such plans.
3. Remote participation is generally contemplated for illness, injury, public health considerations, travel, and similar reasons. The expectation is that such participation will be limited in duration and occurrence and primarily through video conference in lieu of teleconference.
4. Absent extenuating circumstances, attendance by video conference shall be limited to three (3) members at any in-person meeting.
5. Members of the public may attend in-person Council meetings through video conference and offer comment through the public comment session and public hearing process subject to the protocols described per Appendix 4 of these Rules.
6. The Council meeting shall proceed regardless of the ability of a member(s) to participate by video conference or teleconference.

Town Manager's Report

Comments and questions from Council members during the Town Manager's report shall be limited to issues raised by the Town Manager in his report.

Town Council Comments

The Town Council Comments Session of the agenda shall be an opportunity for Council members to comment on citizen remarks made during the Public Comment Session, to recognize staff/organizations accomplishments, to announce upcoming events, to request information from the Town Manager, and to request that items be added to a future Town Council agenda. There shall be no discussion of items raised unless the item is added to the agenda per section 6(c).

Confidential Information

Items not to be discussed unless on the agenda include confidential matters that are often discussed in Executive Session: a) discussion concerning personnel matters; b) strategy and negotiations regarding pending claims or litigation; c) matters concerning security strategy or deployment of security personnel; d) discussion regarding selection of a site or the lease, sale or purchase of real estate; and e) discussion of any matter that would result in the disclosure of records that are exempt from disclosure pursuant to Connecticut General Statutes Sec. 1-210, a portion of the FOIA that addresses numerous categories of exemptions.

ADOPTED: FEBRUARY 23, 1982
REVISED: FEBRUARY 22, 1983
REVISED: NOVEMBER 16, 1983
REVISED: MAY 29, 1984
REVISED: NOVEMBER 26, 1985
REVISED: APRIL 14, 1987
REVISED: JANUARY 9, 1990
REVISED: MAY 28, 1991
REVISED: DECEMBER 10, 1991
REVISED: MAY 12, 1992
REVISED: NOVEMBER 23, 1993
REVISED: DECEMBER 14, 1993
REVISED: DECEMBER 12, 1995
REVISED: DECEMBER 9, 1997
REVISED: DECEMBER 14, 1999
REVISED: JANUARY 8, 2003
REVISED: NOVEMBER 25, 2003
REVISED: NOVEMBER 15, 2005
REVISED: DECEMBER 5, 2007
REVISED: DECEMBER 9, 2009
REVISED: JANUARY 10, 2012
REVISED: DECEMBER 3, 2013
REVISED: DECEMBER 1, 2015
REVISED: DECEMBER 5, 2017
REVISED: JANUARY 14, 2020
REVISED: MARCH 10, 2020 (addition of Appendix 3 – Acceptance of Gifts and Donations)
REVISED: MAY 25, 2021 (addition of paragraph re conduct at meetings, addition of Remote Participation, addition of Appendix 4 – Remote Participation by the Public)
REVISED: DECEMBER 7, 2021 (No. 4 – Public Comment Session – first sentence change “should” to “shall”)
REVISED: DECEMBER 5, 2023 (addition of No. 8(e) re recess of a Town Council meeting)
REVISED: JUNE 24, 2025 (Appendix 4 amendment re written public comment/public hearing testimony submitted via the website with limitation of allowable characters)
REVISED: NOVEMBER 11, 2025 (updated to reflect the current 2025-2027 Town Council term)
REVISED: APRIL 28, 2026 (addition of Town Council Comments to No. 5 – Order of Business; addition of Town Manager’s Report, Town Council Comments, and Confidential Information to No. 14 – General Guidelines)

GLASTONBURY TOWN COUNCIL
EMERGENCY AND SPECIAL MEETINGS

WAIVER OF NOTICE REQUIREMENT BY DELIVERY TO PLACE OF RESIDENCE AND AUTHORIZATION TO PROVIDE SUCH NOTICE BY ELECTRONIC MEANS

In accordance with CGS Section 1-225(d), I hereby waive the requirement that notice of special and emergency meetings be delivered to me at my place of residence and authorize the delivery of such notice to me by electronic means to the following address:

E-mail address: _____

(Name) _____

(Date) _____

APPENDIX 1

GUIDELINES FOR UTILIZING SERVICES OF TOWN ATTORNEY AND CATALOGING OF OPINIONS

1. All requests for opinions by the Town Attorney shall emanate only from the Town Manager or at the request of a majority of the Town Council, or the Council Chairman.

2. All requests for opinions shall be in writing with a copy of such request to be filed with the Town Manager.

3. All opinions rendered by the Town Attorney shall be in writing with the original directed to the requesting authority and a copy for file purposes to the Manager's Office.

4. All opinions received by the Town Manager or copies thereof shall be kept on file in the Manager's Office.

5. When in the judgment of the Manager or Town Attorney such opinion may be of general application to bodies other than the originating authority, such opinion shall be distributed to such other bodies as are appropriate.

6. In the event that the Town Attorney is unable to serve because of a conflict of interest, the Town Manager shall be so advised. In such cases, the Council shall be advised and the matter referred to the Alternate Town Attorney previously designated by the Town Council.

7. In the event that any Board, Commission or Town official in furtherance of their duties and obligations elects to commence any action in which the Town, or any agency thereof, is to be the plaintiff, notice of such intention to so commence such action shall be given to the Town Council no less than fourteen (14) days before such action is officially commenced. The official commencement of any such action shall be deemed to occur when documentation sufficient to initiate the action is delivered to a sheriff or other proper person for service or filed with such agency or commission having jurisdictions of the subject matter of such complaint.

REVISED 12/12/95

AMENDED AND ADOPTED BY THE TOWN COUNCIL ON 12/10/85

APPENDIX 2

GLASTONBURY TOWN COUNCIL RECOMMENDED PROTOCOLS 29TH COUNCIL

1. Glastonbury Town Council members recognize that the Town Manager is, under Section 407 of the Glastonbury Code, the personnel officer for Town administrative officials and departments, except the department of Education.

   In consideration of this fact, Council members agree that they shall direct all requests for use and access to such personnel or information members might desire or require from personnel or departments through the Town Manager. The major reason for such a chain of command is that the performance of duties are assigned and controlled by the Town Manager, and interference in those assignments has both a financial and performance impact on a department and individuals. The exception to this protocol is the normal access to the assigned staff of Council subcommittees.

2. Council members agree that all and any information requested by a Council member through the Town Manager shall be made equally available to all Town Council members in a timely manner.

3. Council members agree that Town Council Committee activities shall originate by Town Council motion to refer at a regular meeting, or by consensus at said meeting. A committee may request to undertake a specific issue by request to Council at a regular meeting as a regular agenda item or under its committee report. This assists in controlling use of staff time to only those issues a majority of the Town Council wishes to pursue.

4. Town Council members agree that each shall be familiar with the Code of Ethics applying to all elected and appointed officials and will notify fellow Council members of any existing conflicts in a timely manner, should one arise. This is especially important when zoning matters are involved so that an appropriate replacement can be found, as required by Charter.

5. Council members recognize that attendance at regular meetings and acceptance of responsibilities on Council subcommittee meetings is necessary to accomplish Council goals.

6. Town Council members agree that these protocols as well as the Use of the Town Attorney rules, as attached to the Rules of Procedure, and our Rules of Procedure will assist us in the performance of our public duty.

AMENDED NOVEMBER 25, 2003

APPENDIX 3
(Rules of Procedure)

TOWN COUNCIL POLICY
ACCEPTANCE OF GIFTS AND DONATIONS

This policy, enacted by the Town Council, shall guide Town acceptance of gifts and donations. The Town Manager is hereby authorized to accept gifts and donations with an estimated value of $25,000 or less and shall advise the Council of all gifts and donations of a significant value. Town Council approval shall be required for gifts and donations with an estimated value of approximately $25,000 or more. When accepting gifts and donations, the Town Manager and Town Council should consider the general factors below and any others as deemed appropriate or applicable on a case by case basis.

Will the Gift/Donation:

1. Align with Town policies, programs, goals, and objectives?
2. Create a conflict of interest, or have the potential to negatively influence Town operations or reputation?
3. Require an ongoing level of operating and maintenance expenses which would make it unduly burdensome or cost prohibitive to accept?
4. Result in added operating or capital costs not available or not appropriated for the item(s) to be supported by the gift or donation?
5. Pose a burdensome level of additional potential liability and insurance requirements or legal obligations?

Council approval shall <u>not</u> be required for gifts and donations that replace existing materials and equipment or support and supplement Town funding for materials, equipment, programs, and services.

ADOPTED BY THE GLASTONBURY TOWN COUNCIL
DATE: MARCH 10, 2020

APPENDIX 4
(Rules of Procedure)

TOWN COUNCIL POLICY
REMOTE PARTICIPATION BY THE PUBLIC

- Public comments can be submitted in writing through the Town website until 2:00 p.m. on the day immediately preceding the respective Council meeting. Written public comment will include the writer's name and address and be limited to 1,500 characters, including spaces.

  Written public comment shall not be read aloud during the Public Comment Session, but will be included in the official record provided to the Town Council, made available to the public online, and included within the minutes of the Council meeting.

- Public hearing testimony can be submitted in writing through the Town website until 2:00 p.m. on the day immediately preceding the respective Council meeting and public hearing. Written public hearing testimony will include the writer's name and address and be limited to 2,500 characters, including spaces.

  Written public hearing testimony shall not be read aloud during the Public Hearing, but will be included in the official record provided to the Town Council, made available to the public online, and included within the minutes of the Council meeting.

- Live public comment and public hearing testimony can be given by attending the meeting in person or through video conference.

ADOPTED BY THE GLASTONBURY TOWN COUNCIL
DATE: MAY 25, 2021

AMENDED: JUNE 24, 2025