

Rules and Procedures for the Narragansett Town Council Meetings

In the start of a new term it is the Town Council President's role to assign newly elected members of the Town Council to all Boards and Commissions for their elected term:

Narragansett Affordable Housing Trust (1)
Capital Reserve Committee (2)
Finance Committee (1)
Galilee Advisory Committee (1)
Galilee Lease Advisory Committee (1)
Knights of the Rockingham Arch (1)
Land Conservancy Trust (2)
Personnel Appeal Board (1)
Recreation Advisory Board (1)
Liaison with School Committee (2)
Sewer Policy Committee (2)
Towers Committee (2)
Washington County Regional Forum (1)

The Town Council President shall have the right to appoint himself/herself a member of any committee.

The Town Council Liaisons support the mission of the committee. The Town Council member supports and facilitates a close working relationship between the Town Council and the specific committee which they are assigned.

1. The Town Council President shall lead all ceremonial events for the town of Narragansett.
2. The Town Council President's shall preside at all meetings of the Council and, at the stated hour upon the appearance of a quorum, shall call the Councilors to order.
3. It shall be the duty of the President to preserve order and require procedure in accordance with Robert's Rules of Order, and to recognize and grant the floor to councilors wishing to speak, and declare all votes.
4. In the event of the absence of the President, the President Pro-Tem shall perform such duties during such absence.
5. The Council agenda shall be prepared by the Town Manager, Town Clerk and the Town Council President.

6. The Agenda for regular meetings will be finalized on Wednesday at 12:00 PM before a Monday meeting, and made available for Council members and the general public on Thursday afternoon at 4:30 p.m. Any member of the Town Council may request a New Business item to be placed on the Agenda by Wednesday at noon. The Office of the Town Manager will work in work in conjunction with the Office of the Town Clerk in the preparation of the Agenda at the direction of the Town Council.
7. Any member of the Town Council may contact the Town Solicitor regarding any questions they may have. The Town Manager shall then follow through to be sure that all the Council is informed of the response or recommendation of the Solicitor. In an effort to keep the Council informed, any communication with the Town Solicitor shall be relayed by the Solicitor to the Town Manager for distribution. Any question of procedures not addressing these rules shall be governed by Roberts Rules of Order.
8. Special meetings of the town council shall be called whenever the president of the town council, or in his/her absence from the town, the next ranking member of the town council, shall petition the town clerk to call a special meeting of the town council, and shall specify the business to be considered at the special meeting. The town clerk shall issue a warrant to the town sergeant, or in the absence of the town sergeant, to any constable, directing the town sergeant or constable to personally notify each member of the town council of the special meeting. The warrant shall specify the time and place of the special meeting and the business it is proposed to transact, and the warrant shall be served at least one hour before the time of the special meeting. No business other than that specified in the warrant calling the special meeting shall be acted upon at the special meeting.

TOWN COUNCIL ORDER OF BUSINESS AND AGENDA

The regular order of business shall be as follows, unless altered by vote of the Council:

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. APPROVAL OF MINUTES**
- 4. CORRESPONDENCE TO TOWN COUNCIL MEMBERS**
- 5. SHOWCASE/PRESENTATIONS**

The regular order of business provides for presentations by individuals and organizations. All presentations shall be limited to fifteen minutes. If additional time is needed, the Town Council President may extend additional time.

6. TOWN MANAGERS REPORTS

7. PUBLIC HEARING/DECISION

The public hearing portion of the agenda shall be conducted as follows. The Town Council President will make a motion to open the public hearing. Once public hearing is opened the applicant or applicant's representative are invited to give a brief explanation of the item for the benefit of the Council and the public. Proponents and Opponents are called to express their concerns or support on the matter.

8. CONSENT AGENDA

These are items which the Council does not need to discuss individually and are voted on as a group. Any Council Member who wishes to discuss any individual item from the Consent Agenda may request the Council President to pull such item from the Consent Agenda. Those items pulled will be discussed and voted upon individually.

9. MOTIONS ON AGENDA

These are items which the Council will discuss individually in the order listed on the Agenda. After the Council has discussed an item on the Agenda, the Council President will close the Council discussion and will inquire if any citizen wishes to be heard on the matter.

10. OLD BUSINESS

Each item tabled or postponed by the Council at any regular meeting shall appear on the agenda of the next succeeding regular meeting, or on a subsequent date set by the Council as unfinished business, until acted upon or removed from the agenda.

11. NEW BUSINESS

Staff and/or Council prepare agenda items for council approval regarding purchases over \$2500.00, proposed ordinances, appointments, scheduling work sessions, requests, contracts or any town business that needs Council approval.

12. OPEN FORUM

The length of time each individual may speak must be limited in the interest of order and conduct of the business at hand. Individuals are limited to three minutes speaking time. Such time may be extended at the discretion of the Council President. However, the OPEN FORUM portion of the Council meeting shall be limited to a total of thirty minutes.

Any person may address the Council on any item not on the agenda during that period of time designated as **OPEN FORUM**.

Citizens wishing to be heard shall raise their hands until acknowledged by the Council President. Once acknowledged, the citizens shall come forward, state their name and address and address the Town Council.

Meetings of the Town Council are open to the public. Any person who wishes to address the Council on any subject within the scope of the Council's authority may do so. Citizens are requested to please conduct themselves in an orderly and respectful fashion. The comments of citizens accessing this portion of our meeting are neither adopted nor endorsed by this body, but heard as requested. Anyone wishing to speak a second time on the same subject must receive permission from the Council President.

13. EXECUTIVE SESSION

According to RIGL§ 42-46-4, and 42-46-5, a public body may hold a meeting closed to the public on 10 exempted matters that are allowed from discussion at open meetings. A roll call vote is needed to go into executive session.

(1) Any discussions of the job performance, character, or physical or mental health of a person or persons provided that such person or persons affected shall have been notified in advance in writing and advised that they may require that the discussion be held at an open meeting.

Failure to provide such notification shall render any action taken against the person or persons affected null and void. Before going into a closed meeting pursuant to this subsection, the public body shall state for the record that any persons to be discussed have been so notified and this statement shall be noted in the minutes of the meeting.

(2) Sessions pertaining to collective bargaining or litigation, or work sessions pertaining to collective bargaining or litigation.

(3) Discussion regarding the matter of security including, but not limited to, the deployment of security personnel or devices.

(4) Any investigative proceedings regarding allegations of misconduct, either civil or criminal.

(5) Any discussions or considerations related to the acquisition or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public.

(6) Any discussions related to or concerning a prospective business or industry locating in the state of Rhode Island when an open meeting would have a detrimental effect on the interest of the public.

(7) A matter related to the question of the investment of public funds where the premature disclosure would adversely affect the public interest. Public funds shall include any investment plan or matter related thereto, including, but not limited to, state lottery plans for new promotions.

(8) Any executive sessions of a local school committee exclusively for the purposes: (i) of conducting student disciplinary hearings; or (ii) of reviewing other matters which relate to the privacy of students and their records, including all hearings of the various juvenile hearing boards of any municipality; provided, however, that any affected student shall have been notified in advance in writing and advised that he or she may require that the discussion be held in an open meeting.

Failure to provide such notification shall render any action taken against the student or students affected null and void. Before going into a closed meeting pursuant to this subsection, the public body shall state for the record that any students to be discussed have been so notified and this statement shall be noted in the minutes of the meeting.

(9) Any hearings on, or discussions of, a grievance filed pursuant to a collective bargaining agreement.

(10) Any discussion of the personal finances of a prospective donor to a library.

A Town Council Member, Town Manager and Town Solicitor may request to hold an Executive Session meeting according the RIGL §42-46-5(a) (1) - (10)

14. ADJOURNMENT

No item of business other than that of adjournment may be brought before the Town Council at any meeting unless such an item is introduced before 11:00 p.m.; provided, however, that this rule may be suspended by an affirmative vote of a majority of member.