

**I. BOARD RULES 2009-2011**

1. Regular meetings of the Board shall be held on the first and third Monday following the first Thursday of each month and shall begin at 7:00 p.m.
2. The order of business at regular Board meetings shall be as follows:
  - i. Call to Order
  - ii. Pledge of Allegiance and Prayer
  - iii. Scheduled Presentations
  - iv. Public Speaking
  - v. Executive Session, if scheduled
  - vi. Approval of Minutes
  - vii. Mayor's Report, if any
  - viii. Liaison reports, if any
  - ix. Referral of Items to Committees
  - x. Recess into Committees
  - xi. Approval of Consent Calendar
  - xii. Committee Reports
  - xiii. New Business
  - xiv. Adjournment
3. The President of the Board may call such special meetings of the Board as the President shall determine necessary, subject to the requirements of the Connecticut Freedom of Information Act. Nothing herein shall be construed to limit the Mayor's authority to call a special meeting of the Board as set forth in the City Charter. The order of business at such special meeting shall be as set forth in the notice of said meeting.
4. The entire meeting of the Board shall be recorded on tape, such taped records to be preserved in the Office of the City Clerk for a minimum of one year, or such longer period of time as may be required in order to comply with applicable record retention laws, subsequent to the date of the meeting, and shall be available during normal business hours for public inspection. After the passage of the aforementioned retention period, any such taped records shall be disposed of in accordance with the requirements of applicable record retention laws. All motions, resolutions and formal action taken by the Board shall be recorded in writing verbatim by a stenographer.
5. The minutes of the Board shall set forth any document once in full and incorporate it by reference each subsequent time that action thereon is taken at the same meeting.

6. For each vote taken by the Board on any matter before it, the minutes shall show whether such vote was by roll call or by voice; if by roll call, the minutes shall indicated the names of those voting on either side; if by voice, the minutes shall show whether the vote was unanimous or not.
7. The Board shall take no action on a matter until such matter shall have been reported out of a committee.
8. There shall be two Standing Committees of the Board, each consisting of seven members, to be known as the Intergovernmental Committee, which shall handle contracts, personnel and such other matters as may be referred to it, and the Finance Committee, which shall handle financial, land and such other matters as may be referred to it, and such other ad hoc committees as the President may from time to time establish. The President shall appoint the members of the Committee and shall designate a Chair and a Vice-Chair. The President shall serve as an *ex officio* member of all committees, shall be counted for purposes of establishing a quorum and may cast a vote in order to break a tie.
9. Any item to be placed on the agenda for a regular meeting of the Board shall be submitted to the Office of the City Clerk by the close of business eleven (11) days before said meeting date. If such day is a holiday, items shall be submitted the immediately preceding business day.
10. The President of the Board shall establish the agenda for regular meetings of the Board such that the City Clerk shall have the agenda available for the members of the Board and the public no later than the close of business ten (10) days preceding said meeting date. If such day is a holiday, it shall be available the next business day. Each item submitted to be placed on the agenda of the Board shall be designated to be received and placed on file or to be assigned to a committee for consideration.
11. There shall be a Consent Calendar consisting of items reported out by the committees of the Board, as designated by the President. An item shall be removed from the Consent Calendar upon request by any alderman to the President. All matters on the Consent Calendar shall be passed by roll call vote upon motion by a member of the Board.
12. Persons addressing the Board during the Public Speaking portions of meetings and public hearings thereof shall be limited to residents or taxpayers of the City of Waterbury. The maximum time allotted to each speaker is five (5) minutes, except that public hearings related to the budget will have a time limit of thirty (30) minutes. Since Public Speaking is an opportunity for the public to address the Board, and since Board members, including the Mayor, have the right to speak during the Board's meetings, they shall not address the Board during Public Speaking.
13. Anything not covered by the Charter of the City of Waterbury or these rules shall be governed by the edition of Robert's Rules of Order published most recently prior to the adoption of these rules.

## **II. COMMITTEE RULES 2009-2011**

1. The Standing Committees of the Board shall meet simultaneously during recess, or at such other times as the Chair shall determine.
2. Ad hoc committees shall meet at such times as determined by the Chair.
3. The Chair shall call the committee to order and may recognize any person for the purpose of explaining any item to the committee or answering any questions of the committee.
4. Only members of the committee shall pose questions or participate in debate on any matter before the committee.
5. Committee meetings shall be subject to the Connecticut Freedom of Information Act.
6. All committee reports shall be in writing and shall be maintained by the Office of the City Clerk.
7. Standing Committee meetings held during recess shall be held in open chambers during alternate meetings.