

SECTION 1. THE REGULAR MEETING OF THE TOWN COUNCIL shall be held in the Council Room at 7 p.m., current time, on the second Monday of each calendar month. When said day falls on a Holiday or on Election Day, the REGULAR MEETING shall be held on the following Monday, at the same time and place. The date of any REGULAR MEETING may be changed by an order or resolve passed at the previous meeting upon the vote of five members of the council, provided, however, that said change in date will still provide for one REGULAR MEETING in each month.

SECTION 2. The Town Council finds and declares the public proceedings exist to aid in the conduct of the people's business. It is in the intent of the Town Council that their actions be taken openly and that the records of their actions be open to public inspection and their deliberations be conducted openly. It is further the intent of the Town Council that clandestine meetings, conferences or meetings held on private property without proper notice and ample opportunity for attendance by the public not be used to defeat the purposes of this rule. Except as otherwise provided by statute or by section 405 of the State Right to Know Law all proceedings shall be open to the public.

SECTION 3. The proper operation of democratic government requires that Town Councilors be fair, impartial and responsive to the needs of the people and each other in the performance of their functions and duties; that decisions and policy be made in proper channels of the town's government structure; the public office not be used for personal gain; and that Town Councilors maintain a standard of conduct that will inspire public confidence in the integrity of the town's government.

SECTION 4. Special Meetings may be called by the Chairman, and in case of his absence, disability, or refusal may be called by four members of the Town Council. Notice of such meeting shall be served in person or left at the residence of each member of the Town Council at least twenty-four (24) hours before the time for holding said special meeting unless all members of the Council sign a waiver of said notice. The call for said special meeting shall set forth in a detailed agenda the matters to be acted upon at said meeting.

- SECTION 5.** The Chairman shall take the chair at the time appointed for the meeting, call the members to order, cause the minutes of the preceding meeting to be approved and proceed to business.
- A. There will be no smoking in the Council Chambers whatsoever.
- SECTION 6.** The Chairman shall preserve decorum and shall decide all questions of procedure subject to an appeal to the Council by motion regularly seconded, and no other business shall be in order until the question on appeal is decided.
- SECTION 7.** A detailed agenda shall be prepared by the Town Manager and Council Chairman and/or Council Vice-Chairman, and together with supporting information shall be delivered to Council Members no later than the Wednesday prior to the regular meeting. The agenda shall be made available to the news media and shall be posted on the Town Bulletin Board. An agenda item shall be placed on the next agenda when submitted in writing and signed by three (3) Council members.
- Open Forum will be on the agenda of every Council meeting whether special or regular to allow for public comment.
- SECTION 8.** Minutes of all Council meetings shall be delivered to Council members and the Town Manager within a reasonable time after meetings. These are also delivered by the Police Department.
- SECTION 9.** Important communications received by individual Councilors or the Town Manager should be promptly passed on to the Clerk for distribution.
- SECTION 10.** The Chairman shall declare the vote. Each council member's vote shall be entered in the minutes, unless unanimous.
- SECTION 11.** Every ordinance shall require on final passage the affirmative vote of four (4) members of the Town Council.
- SECTION 12.** Every member present when a question is put is expected to give his vote unless the chair for special reasons shall excuse that member. There will be no abstentions unless stated before the agenda item.
- SECTION 13.** When a question is under debate, the Chairman shall receive no motion but to adjourn, or for the previous question, or to lay on the

table, or to postpone or to refer to a committee or some administrative official, or to amend.

SECTION 14. Upon the motion for the previous question being made and seconded, the Chairman shall put the question in the following form: “Shall the main question be suspended until the motion for the previous question shall be decided.” After the adoption of said motion for the previous question by a majority vote, the sense of the Council shall be forthwith taken upon all pending amendments and then upon the main question.

SECTION 15. No debate shall be allowed on a motion for the previous question. Neither is it susceptible to amendment. All questions of order arising incidentally thereon must be decided without discussion whether appeal be had from the Chair or not.

SECTION 16. When a member is about to speak, he shall respectfully address the Chairman and confine himself to the question under debate, and avoid personalities and indecorous language. Councilors desiring to question the administrative staff shall address his/her question to the Town Manager who shall be entitled to either answer the inquiry or designate a member of the staff for that purpose. All members of the Council shall accord the utmost courtesy to each other, town employees and to the public and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statement as to motives and personalities. Members shall be removed from the meeting for failure to comply with decisions of the Council Chair or for continued violations of the rules of the Council. If the Council Chair fails to act, any member may move to require the Council Chair to enforce the rules and an affirmative vote of a majority of the Council shall require the Council Chair to act.

Town employees and members of the public attending Council meetings also shall observe the same rules of propriety, decorum and good conduct applicable to the members of the Council.

SECTION 17. No member speaking shall be interrupted by another, but by a call to order to correct a mistake.

SECTION 18. A. Chairman and Vice Chairman

At its first meeting, or as soon thereafter as practicable, the Town Council shall elect, by a majority vote of the Council members,

one of its members for the ensuing year as Chairman and one of its members as Vice Chairman.

B. Committees

At the first regular Council meeting in January there shall be chosen the following committees to serve for the municipal year:

1. Budget Committee

The Budget Committee shall consist of up to fourteen (14) members. Each Council member may make two nominations.

2. Appointment's Committee

The Appointment's Committee shall consist of three (3) Council members nominated by the Council Chairman.

Nominations to the Budget Committee and the Appointment's Committee shall be confirmed by vote of the Town Council.

SECTION 19.

The Chairman of the Council may appoint members of the Council and/or citizens of the Town to special temporary committees as authorized by the Council.

SECTION 20.

No committee shall have the power of executive action unless specifically authorized and shall report back to the Council for action on its recommendations or proposals.

SECTION 21.

Any parliamentary rules not covered by these rules shall be covered by the applicable section of Roberts Rules.

SECTION 22.

The Chairman may call a recess as needed instead of suspending the rules.