

Town of Mansfield
Personnel Committee
Wednesday, August 25, 2008
Audrey Beck Municipal Building, Conference Room C

Members Present: Deputy Mayor Gregg Haddad, Councilor Helen Koehn, Councilor Chris Paulhus, Mayor Elizabeth Paterson

Staff Present: Assistant to Town Manager Maria Capriola, Town Manager Matt Hart

I. CALL TO ORDER

The meeting came to order at 6:34p.m.

II. MINUTES

The minutes of August 21, 2008 were passed by voting members present (Haddad, Koehn) at the start of the meeting.

III. RULES OF PROCEDURE

The Committee continued its review and discussion of the Rules of Procedure from feedback generated by Council members during their July 28th Town Council meeting. Minor edits were recommended to Rule 6c and Rule 2e.

The Committee moved to adopt the rules as noted in the August 25th meeting (see attached); the motion was unanimously approved. The Committee requested that Ms. Capriola forward the revised draft to Council for their review and that the revised draft be included in a future Town Council packet.

IV. TOWN MANAGER PERFORMANCE REVIEW PROCESS

Ms. Koehn walked the Committee through the draft Town Manager Evaluation Process Policy she prepared. The Committee discussed the feasibility and value of gathering feedback from the senior management team and the larger community for development purposes only. Ms. Koehn stated that this idea in her draft came from a policy developed by Chapel Hill, NC. Ms. Capriola has colleagues that previously worked in the Town Manager's Office in Chapel Hill, NC and has agreed to follow-up with them about the Chapel Hill process. Mr. Hart agreed to follow-up/research the 360 degree evaluation process recommended by ICMA. The Committee concurred that the review process should start sooner, on or around June 30/July 1 to coincide with the end/beginning of fiscal years. The Committee also discussed the definition of performance objectives, which should be linked (at least) to the strategic plan and the budget document. Mr. Hart agreed to prepare a draft definition of performance objectives. Ideas were also discussed regarding the alignment of performance reviews of senior staff to the Manager's review.

V. TOWN MANAGER PERFORMANCE REVIEW – EXECUTIVE SESSION

The topic was not discussed this evening.

VI. ADJOURNMENT

The meeting concluded at 7:25 p.m. The Committee agreed to meet again on September 10th.

Respectfully Submitted,

Maria E. Capriola

Assistant to Town Manager

TOWN OF MANSFIELD

TOWN COUNCIL RULES OF PROCEDURE

August 27, 2008

DRAFT

BE IT RESOLVED, that under the authority of Section C302 of the Town Charter, the Town Council of the Town of Mansfield does hereby establish its Rules of Procedure as follows. **These rules are in effect for the term of office of the Council and shall be adopted at the organizational meeting.** Procedural matters not covered by the Town Charter or these Rules of Procedure will be determined by the Mayor, or by the Deputy Mayor in the absence of the Mayor, in accordance with “Robert’s Rules of Order, Newly Revised.”

Rule 1 – Organizational Meeting

Each newly elected Council shall meet for organization at the next regular meeting of the Town Council following the municipal election. During this Organizational Meeting the Town Council shall elect, by a majority vote of all Council members, one of their number to serve as Mayor, who shall preside at Council meetings, and one of their number to serve as Deputy Mayor, who shall serve in the Mayor’s temporary absence. If both are absent, the Council may designate from its membership a temporary presiding officer. At this Organizational Meeting, the Council shall also fix by Resolution the time and place of its regular meetings for the following **two-year period**, which meetings shall be held at least once a month as required by the Charter.

The appointment of a Town Attorney may also take place at this meeting, but said appointment shall take place no later than one month after the election of the Council.

Rule 2 –Meetings

a) All meetings shall be held in compliance with the Connecticut Freedom of Information Act, Connecticut General Statutes sections 1-200, et seq.

b) The presence of five members of the Council is necessary for a quorum. Each Council member is asked to notify the Mayor or the Town Manager as soon as possible if the member expects to be absent

c) Special Meetings of the Town Council may be called by the Mayor, or on the written request of at least three members of the Council, filed with the offices of the Town Manager and Town Clerk not less than 36 hours (excluding Saturday, Sunday, legal holidays and any day on which the Office of the Town Clerk is officially closed) in advance of such meeting, which request must specify the date, time and business to be transacted at any such Special Meeting. The Town Clerk shall post a notice in the Office of the Town Clerk indicating the time, place and business to be transacted, and copies of this notice shall be served by mail or personally upon each Council member and the Town Manager or left at their usual place of abode at least twenty-four (24) hours prior thereto. The notice shall be placed on the Town's website as soon as it is practicable.

d) Emergency Special Meetings may be called by the Mayor or the Town Manager in case of an emergency with at least two hours notice given to Council members, without complying with the posting of notice requirement, but a copy of the minutes of every such Emergency Special Meeting shall be filed with the Town Clerk not later than 72 hours following the holding of such meeting in accordance with the Freedom of Information Act, C.G.S. section 1-225 (d).

e) **Work Sessions are by definition of the Freedom of Information Act, *Special Meetings* of the Council. In order to preserve the informal and relaxed atmosphere that encourages exchange between members of the Town Council,**

town government and invited participants, Work Sessions may be scheduled by the Mayor or by majority of vote of the Council. All requirements of the Freedom of Information Act that pertain to *Special Meetings* shall be observed for Work Sessions. Work Sessions will be held to discuss, review, research or explore topics for possible later action. No formal votes may be taken, except for a vote to go into Executive Session.

f) Joint meetings and hearings may be held with the governing bodies of other governmental entities or agencies and such joint regular or special meetings may be held in the jurisdiction of either body.

g) The Town Clerk is the Clerk of the Council and shall, in accordance with the Connecticut Freedom of Information Act, keep for public inspection a journal **minutes** of all its proceedings, including all roll call votes **and indicating deliberations, discussions and actions** which shall be the official record of Council proceedings. The journal shall be authenticated for each meeting by the signature of the Mayor or Deputy Mayor in the absence of the Mayor. Notes from the meeting indicating all actions shall be available to the public within 48 hours after the meeting and the minutes shall be available within 7 days of the meeting. Upon approval the minutes shall be posted on the web site in a timely manner.

Rule 3- Agenda of Council Meetings

a) The Town Manager, in consultation with the Mayor, shall prepare the agenda

b) Unless altered by a two-thirds vote of the Council, the regular order of business shall generally be as follows:

1. Call to Order
2. Roll Call
3. Approval of Minutes

4. **Public Hearing (if scheduled)**
5. **Opportunity For Public to Address the Council**
6. Town Manager's Report
7. Old Business
8. New Business
9. Quarterly Reports
10. Departmental and Committee Reports
11. Reports of Council Committees
12. Reports of Council Members
13. Petitions, Request and Communications
14. Opportunity For Public to Address the Council
15. Future Agendas
16. Executive Session (if scheduled)
17. Adjournment

c) **Ceremonial presentations to individuals or groups that include refreshments, may be scheduled prior to the Regular Meeting time in accordance with the requirements of the Freedom of Information Act. *A notice that the presentation will take place prior to the Regular Meeting will be included on the agenda for that meeting.***

d) Prior to or during the discussion on each item on the agenda the Mayor may call upon the Town Manager, designated staff or other appropriate person for the purpose of background presentation of business to be discussed. Council members may address questions to these individuals.

e) Unless extenuating circumstances occur, the agenda and all supporting material shall be delivered to the Council not later than the Friday preceding each regular meeting of the Council.

f) Every effort will be made to ensure that copies of the agenda, minutes and related material distributed with the packet will be made available on the Town's website no later than noon on the Friday preceding each regular meeting of the Council.

g) Recurring Old Business items shall have an end date to be determined by the Council.

Rule 4 – Public Participation

a) Regular Meetings

The Town Council welcomes comments from the public. On the agenda of each meeting of the Town Council, two periods shall be set aside and designated as an opportunity for the public to address the Council on any issue of importance to the Town. Citizen comments may be presented orally or in writing. Each speaker will be allowed one opportunity to speak for a maximum of five minutes in each session. Any citizen so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. Citizen comments will be accepted as presented. **Written statements presented by speakers during the public comment section shall be included in the minutes of the meeting.** Council members are free to ask questions to clarify the intent of the citizens commenting. Citizens should not attempt to engage Council members, the Town Manager or Town staff in debate or line of questioning.

Written statements from the public received prior to the completion of the Town Council packet will be included as a communication. Communications received after the packet has been completed will be distributed to members prior to the meeting and be included as a communication in the next packet.

b) Public Hearings

Public hearings are an opportunity for citizens to address the Town Council on a specific issue. Citizen comments may be presented orally or in writing. Written

statements received by the Town Clerk prior to the public hearing will be noted on the record and distributed to Council members either in the packet or that evening. Both these letters and written statements presented by speakers during the public hearing shall become part of the minutes. All citizens so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state.

c) Work Sessions

Work Sessions are an opportunity for the Council, Town Government and invited participants to discuss issues. An opportunity for public comment may be set-aside at the beginning of the Work Session to hear from citizens who have comments pertaining to the issue at hand.

Rule 5 – Conduct

All meeting participants including Councilors, citizens and staff should not discuss personalities and will not be permitted to impugn the motive, **character** or integrity of any individual. All participants should address their remarks to the Mayor and maintain a courteous tone. **These rules of conduct shall apply to all written correspondence.**

Rule 6- Introduction and Public Hearing of Ordinances

a) Section C307 of the Charter of the Town of Mansfield provides that “All ordinances introduced by a member of the Council shall be in written form and shall be limited to one subject, which shall be clearly stated in the title.” The Town Manager may introduce proposed ordinances also. A copy of any ordinance introduced by the Town Manager or a member of the Town Council shall be filed with the Town Clerk who shall follow the procedures for copying, distribution and notice of the proposed ordinance set forth in Town Charter section C307.

b) Section C308 of the Town Charter requires that the Town Council shall hold at least one public hearing before any ordinance shall be passed. If the ordinance is on the Council's agenda for possible action, the Council may choose to vote on the proposed ordinance right after the public hearing is held. The Council may also hold more than one public hearing on a proposed ordinance prior to taking final action.

c) Prior to scheduling a public hearing regarding a proposed ordinance, a written fiscal impact analysis should be given to Council.

Rule 7- Motions

a) When a motion is made and seconded it shall be stated by the Mayor or the Town Clerk, if requested. If the motion is made in writing, it shall be read aloud prior to being debated. The motion so made and seconded will be in possession of the Council and subject to amendments or withdrawal, except that the withdrawal cannot be made subsequent to a voted amendment without the consent of the Council.

b) Motions shall be reduced to writing when requested by the Mayor or by a majority of the whole Council.

c) When a motion is under debate, no further motion shall be received except to adjourn, to recess, to table, for the previous question, to limit or extend debate, to postpone to time certain, to refer to committee, to amend or to postpone indefinitely, which motions shall have precedence in the order indicated.

d) Motions to adjourn, to lay upon the table and for the previous question shall be decided without debate.

e) Motions to postpone to a definite time and to close debate at a specific time shall be decided without debate, except with respect to the time fixed, which shall be subject to amendment altering the time.

f) Motions to refer, to postpone indefinitely or to amend shall be debatable, but only with respect to such a referral, postponement or amendment, and not with respect to the subject matter of the main motion.

g) Any amendment must be germane to the motion.

h) Motions to table, to postpone to time certain or to postpone indefinitely, once having been decided, shall not be reconsidered at the same meeting, whereas a motion to refer a matter to a committee can be reconsidered only at the meeting of the vote. Any other motion can be reconsidered only at the same or next succeeding meeting of the Council.

i) Any motion to reconsider shall be in order only upon motion by a member participating in the prevailing vote of the original motion, and there shall be no reconsideration of the vote upon motion to adjourn, for the previous question or to reconsider.

j) Any motion under debate, which consists of two or more independent propositions, may be divided by a majority vote of the whole Council.

Rule 8 - Debate

a) During discussion or debate, no Councilor shall speak unless recognized by the Mayor.

b) Councilors shall confine their remarks in debate to the pending question.

c) Any Councilor who knows in advance of a meeting that he /she wishes to obtain certain data or have a question answered, or wishes specific figures or expenditures, or the like, should, insofar as possible, inform the Town Manager in writing of the nature

and details of the inquiry, so that the Town Manager will have the opportunity to have the answer available at such meeting.

d) Any member who realizes or anticipates that he/she has or will have a conflict of interest with respect to a matter before the Council for consideration should announce his or her intention to abstain from voting on the matter as soon as the conflict becomes apparent, and should thereafter refrain from further discussion of or involvement in the matter.

Rule 9 – Standing Committees

a) There shall be the following standing committees of the Council

- Committee on Committees
- Finance Committee
- Personnel Committee

b) The Council may create or dissolve committees of the Council by resolution.

c) The Mayor shall appoint members of the Council to such committees and shall designate the chair of each. The Mayor may announce any adjustments in membership or chairmanship at a regular Council meeting with such changes to be effective at the next regular committee meeting.

d) All Councilors shall be ex-officio members of the committees to which they are not assigned, but do not have the authority to make motions or to vote.

Rule 10 – Council Office Hours

One half hour prior to the second Council meeting of the month Council members will be available to hear from the public on any issue. Councilors shall volunteer to participate in the office hours on a rotating basis.

Rule 11 – Executive Session

Executive Sessions will be limited to those subjects allowed pursuant to the Freedom of Information Act. The reasons for such a session and persons to attend shall be publicly stated. A two-thirds vote of the members of the Council present and voting shall be necessary in order to go into Executive Session.