

The organizational meeting of the Council elected November 7, 2017 was held December 5, 2017, at 7:30 PM in Council Chambers. The opening prayer was led by Rabbi Julius Rabinowitz, Mayor-Elect Peter Albert Nystrom led the members in the Pledge of Allegiance and Donna Ralston sang the National Anthem.

The meeting was called to order by City Clerk Betsy Barrett.

City Clerk Barrett administered the oath of office to Mayor Nystrom for a term of December 5, 2017 to December 7, 2021. City Clerk Barrett then administered the oath of office to Councilpersons Samuel Browning IV, Stephanie Burnham, Joseph A. DeLucia, Joanne Philbrick, Stacy Gould and Bill Nash for terms of December 5, 2017 to December 3, 2019.

City Clerk Barrett administered the oath of office to the Board of Education members Robert Aldi, Aaron (Al) Daniels, Yvette Jacaruso, Mark Kulos, James Maloney, Dennis Slopak, Patricia Staley and Heather Romanski.

City Clerk Barrett administered the oath of office to the Treasurer Michael Gualtieri.

Upon a motion of Ald. Gould, seconded by Ald. Philbrick, it was unanimously voted to adopt the following resolution introduced by Mayor Nystrom:

RESOLVED, that Bill Nash be, and hereby is, appointed Council President Pro Tempore of the Council of the City of Norwich for a term to expire December 3, 2019.

City Clerk Barrett administered the oath of office to the Council President Pro Tempore Nash.

Upon a motion of Ald. DeLucia, seconded by Ald. Gould, it was unanimously voted to adopt the following resolution introduced by Mayor Nystrom:

RESOLVED, that Betsy Barrett be, and hereby is, appointed Town and City Clerk of Norwich for a term to expire December 3, 2019.

Upon a motion of President Pro Tem Nash, seconded by Ald. Philbrick, it was unanimously voted to adopt the following resolution introduced by Mayor Nystrom:

RESOLVED, that Michael E. Driscoll, Esq., be, and hereby is, appointed Corporation Counsel for the City of Norwich for a term to expire December 3, 2019.

Upon a motion of Ald. Burnham, seconded by Ald. DeLucia, it was unanimously voted to adopt the following Rules of Procedure introduced by Mayor Nystrom.



NORWICH
CITY COUNCIL

RULES OF PROCEDURE
2017-2019

**RULES OF PROCEDURE OF THE COUNCIL OF THE CITY OF
NORWICH, CONNECTICUT**

I

Whenever the Council shall meet for the transaction of business, the Mayor, or in the Mayors absence, the Council President Pro Tempore, shall take the chair at the hour appointed for the meeting and immediately call the members to order; and on the appearance of a quorum, shall cause the journal of the preceding meeting to be read, unless by unanimous consent of the Aldermen or Alderwomen present, the reading shall be dispensed with. The presiding officer shall, after waiting no longer than twenty minutes beyond the scheduled time of the meeting, adjourn said meeting if there is an absence of a quorum.

II

The presiding officer shall preserve order and decorum and shall decide questions of order, without debate, subject to an appeal to the Council. The presiding officer shall rise to put a question, but may state it sitting. The question first moved and seconded shall be first put, and in all cases the sense of the members shall be taken upon the largest number or sum and the longest time proposed.

III

No member shall, in any way, interrupt the business of the Council while the journal or other papers are in reading, nor when any member is speaking in debate, nor while the presiding officer is putting a question.

IV

When a member is about to speak in debate or deliver any matter to the Council, he or she may rise when recognized and respectfully address himself or herself to the presiding officer.

V

No member shall speak more than twice upon the same question nor longer than five minutes at one time without leave of the Council, unless to explain.

**RULES OF PROCEDURE OF THE COUNCIL OF THE CITY OF
NORWICH, CONNECTICUT**

VI

When a question is under debate, no motion shall be received but to adjourn, to lay on the table for the previous question, to postpone to the next meeting, to commit or to amend which several motions shall have precedence in order in which they stand arranged. No motion to postpone indefinitely, or to the next meeting or to commit, being once decided shall be again allowed at the same sitting. Once decided, a motion to postpone indefinitely or to a date certain may not be brought before the Council unless requested by a majority four (4) of the members of said Council.

VII

A motion to adjourn shall always be in order and that motion, as well as the motion to lay on the table, shall be decided without debate.

VIII

On that motion to move the question, no debate shall be allowed; all incidental questions or orders arising after the motion is made, and while it is pending, shall be decided without debate. The previous question shall be in this form: "Shall the main question now be moved?" It shall be admitted only when demanded by a majority of the members present and its effect shall be to put an end to all debate and bring the Council to a direct vote upon the pending amendments, if any, and then upon the main question.

IX

When a question comprehends two or more distinct propositions, any member may have them divided.

X

When a motion has been made and seconded, it shall be stated by the presiding officer before any debate be had thereon, but every motion shall be reduced to writing if the Mayor or any member desires it.

**RULES OF PROCEDURE OF THE COUNCIL OF THE CITY OF
NORWICH, CONNECTICUT**

XI

When a motion has been stated by the presiding officer or read by the Clerk, it shall be deemed to be in the possession of the Council, but may be withdrawn by the sponsor at any time before decision without leave of the Council, except that zoning matters may be so resubmitted only within 60 days of withdrawal and no more than once within the year. When a motion has been decided, either in the affirmative or the negative, any member of the prevailing side may move the reconsideration thereof and such motion shall take precedence of all other motions, except a motion to adjourn.

XII

On procedural motions when the question is put by the presiding officer, the members shall signify their assent or dissent by answering aloud "yes" or "no"; the presiding officer shall determine, if he or she can, from the sound whether the yeses or no's are in the majority and declare the vote accordingly; but if he or she doubts or a doubt may be expressed by any member, the question shall be determined by the members rising and being counted.

XIII

Every member present when a question is put shall vote, unless the Council for special reason shall excuse him or her from voting. Upon completion of every roll call vote, the Mayor shall announce the names of those Aldermen or Alderwomen who voted in the affirmative and the names of those who voted in the negative or those who abstained.

XIV

When the presiding officer is putting a question or addressing the Council, no member shall walk out of or across the Council Chamber, nor in either of such cases or in case a member is speaking, shall entertain private discourse with any person; nor while a member is speaking pass between him or her and the chair.

**RULES OF PROCEDURE OF THE COUNCIL OF THE CITY OF
NORWICH, CONNECTICUT**

XV

If any member is speaking or otherwise transgresses the rules of the Council, the presiding officer or any member may call him or her to order; and if speaking, the member so called to order shall take his or her seat unless permitted to explain. The Council, if appealed to, shall decide the case without debate. If no such appeal be taken, the decision of the chair shall be final.

XVI

Special committees of the Council shall be appointed by majority vote of the Council.

XVII

All matters referred to a committee at a regular or special meeting, shall be reported upon no later than at the next regular meeting unless in the vote, resolution or order making the reference, a different time is designated; but the time may, for sufficient cause, be extended by the Council.

XVIII

All final reports by any committee shall be submitted in writing.

XIX

The rules contained in Robert's Rules of Order, as amended, shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Charter and Ordinances of the City of Norwich and the Rules of Procedure of the Council.

**RULES OF PROCEDURE OF THE COUNCIL OF THE CITY OF
NORWICH, CONNECTICUT**

XX

At each meeting of the City Council held on the first Monday of each month, in an order set by the Mayor, the following items shall be taken up:

- Adoption of minutes of previous meetings
- Proclamations and Special Observances
- Public hearings
- Second reading and action on ordinances previously presented
- Petitions and communications
- Reports of committees
- City Manager's report
- Unfinished business
- Citizen comment on agenda items
- New business (consent agenda)

Upon the adoption of a resolution establishing additional regular meeting dates, the following item may be added to the order of business for such additional regular meetings as a first order of business:

- Citizen comment on non-agenda items of concern to the City and within the direct purview of the City Council (second meeting).

The time of commencement of such additional regular meetings and the duration, individually and in the aggregate, of comments under this item, may be established in such resolution. The Mayor may rule out of order any speaker whose comments are not directed to non-agenda items of concern to the City and within the direct purview of the City Council, or which are otherwise inappropriate.

**RULES OF PROCEDURE OF THE COUNCIL OF THE CITY OF
NORWICH, CONNECTICUT**

XXI

Except as hereinafter provided, no matter requiring action by the Council shall be considered unless the document initiating the matter has been filed with the City Clerk on or before 4:30 PM on the Monday preceding the day of the regular meeting at which the matter is to be introduced; provided, however, that this rule shall not apply to the introduction and consideration of emergency ordinances.

The City Clerk shall on the Tuesday preceding such regular meeting, prepare an agenda for such meeting and shall transmit such agenda together with copies of the documents filed with him or her under this rule to the Council, City Manager and Corporation Counsel.

Any person or group of persons, other than the Aldermen or Alderwomen, the City Manager and the Corporation Counsel, who files a document with the City Clerk as herein provided may explain such document at the council meeting at which the document is to be presented provided such person or group of persons, at the time of filing of such document, file with the City Clerk a notice stating the name or names of the person or persons who will appear at such meeting to explain such document. Not more than two persons may appear at such meeting to explain such document. Not more than two persons may appear for the affirmative and not more than two persons may appear in opposition. Such document and notice must be filed with the City Clerk in accordance with the first paragraph of this rule or the matter will not be heard until the next succeeding Council meeting.

In addition to citizen comment on non-agenda items of concern to the City and within the direct purview of the City Council, as provided for in Section XX, any person who wishes to address the City Council on a resolution or ordinance which appears on the council agenda for the specific meeting may do so, but any other requests to address the Council, other than in accordance with the preceding paragraph, shall be referred to the appropriate Council committee. No person shall speak longer than three minutes except for those making a presentation at the invitation of the Council.

XXII

There shall be the following standing committees consisting of three (3) Aldermen or Alderwomen, each to be appointed by the Mayor:

- (a) Public Works and Capital Improvements Committee
- (b) Public Safety Committee
- (c) Budget & Finance Committee

**RULES OF PROCEDURE OF THE COUNCIL OF THE CITY OF
NORWICH, CONNECTICUT**

XXIII

All resolutions and ordinances submitted to the Council for action shall be in writing and shall contain therein the name of the Council member sponsoring same or the name of the City Manager, if sponsored by him or her, and appropriate substantiating information. In zoning matters, a map shall be provided.

XXIV

The Council may amend any of the foregoing Rules of Procedure by a majority four (4) votes of the Council.

For the purpose of facilitating business at Council meetings, such as the introduction, consideration and action on matters, changing the order of business and giving permission to members of the public to be heard, the foregoing Rules of Procedure may be suspended by the affirmative vote of at least four (4) members of the Council, except that the affirmative vote of at least two-thirds of the members of the Council present and voting shall be required for the introduction of a resolution or ordinance.

XXV

A motion or resolution to reconsider prior action taken by the council, including votes on all motions, resolutions, and ordinances may be made on the same day on which the action is taken or at and before the adjournment of the next regularly scheduled meeting of the Council of the City of Norwich. This section shall have prospective and retroactive effect as to the time in which a motion or resolution for reconsideration may be made but shall otherwise not amend the Rules of Procedure with respect to a motion or resolution for reconsideration.

Adopted December 7, 1999
 Amended January 18, 2000, December 4, 2001 & December 2, 2003, adopted December 8, 2005 Amended & adopted December 17, 2007
 Amended and adopted December 6, 2011
 Amended and adopted December 3, 2013
 Adopted December 1, 2015
 Amended and adopted January 3, 2017
 Amended December 5, 2017

(PUBLISHED BY THE CITY CLERK'S OFFICE)

The Mayor hereby appoints the following Council members to the Public Works and Capital Improvements Committee for a term to expire December 3, 2019.

1. Mayor Peter Albert Nystrom (R)
2. Alderwoman Stacy Gould (R)
3. Alderman Samuel Browning IV (D)

The Mayor hereby appoints the following Council members to the Public Safety Committee for a term to expire December 3, 2019.

1. Alderman Bill Nash (R)
2. Alderwoman Joanne Philbrick (R)
3. Alderman Joseph A. DeLucia (D)

The Mayor hereby appoints the following Council members to the Budget & Finance Committee for a term to expire December 3, 2019.

1. Alderwoman Stacy Gould (R)
2. Alderwoman Joanne Philbrick (R)
3. Alderwoman Stephanie Burnham (D)

Upon a motion of Ald. Gould, seconded by Ald. Martin, it was unanimously voted to put the following resolution introduced by Mayor Nystrom on the floor.

Upon a motion of Ald. Gould, seconded by Ald. Nash, it was unanimously voted to amend the following resolution introduced by Mayor Nystrom to “remove the name of Alderman Bill Nash and replace it with Alderwoman Joanne Philbrick”:

The Mayor hereby appoints the following Council members to the Appointment/Reappointment Sub Committee for a term to expire December 3, 2019.

1. Alderwoman Joanne Philbrick (R)
2. Alderwoman Stacy Gould (R)
3. Alderman Joseph L. DeLucia (D)

Upon a motion of Ald. Philbrick, seconded by Ald. Gould, it was unanimously voted to adopt the following resolution introduced by Mayor Nystrom:

WHEREAS, Chapter V, Sec. 4 of the Charter of the City of Norwich provides: “... the council shall meet regularly on the first Monday of each month at 7:30 p.m. The Council may, by resolution, establish additional regular meeting dates.” and

WHEREAS, the council by resolution adopted March 5, 1984, and reaffirmed on May 20, 2002, set the third Monday of each month as an additional regular meeting date, such additional meeting in any month subject to cancellation by the council if it determines the same to be unnecessary; and

WHEREAS, the Council of the City of Norwich, by resolution adopted December 16, 2013, affirmed the resolutions of prior councils establishing the third Monday of each month as a date for a regular

meeting of the council and, by this resolution, set the time for commencement of such meetings to be at 6:30 p.m.; and

WHEREAS, the Council of the City of Norwich, by resolution adopted December 7, 2015, affirmed the resolutions of prior councils establishing the third Monday of each month as a date for a regular meeting of the council and, by this resolution, set the time for commencement of such meetings to be at 7:00 p.m.; and

WHEREAS, this council has determined it would be preferable to start such regular meetings to be held on the third Monday of each month at 7:30 p.m.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH that it affirms the resolutions of the prior councils establishing the third Monday of each month to be a date on which a regular meeting of the Council of the City of Norwich will be scheduled pursuant to the provisions of Chapter V, Sec. 4 of the Charter of the City of Norwich; and sets 7:30 p.m. as the time for the commencement of all such meetings; and

BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH that the first order of business at such additional regular meetings as described herein shall be citizen comment on non-agenda items of concern to the city and within the direct purview of the city council; any individual speaker to be allotted a time of three minutes to speak and, any speaker attempting to speak for more than three minutes without leave of the council shall be deemed to be out of order; that a total time of thirty minutes, without further leave of the council, be allotted for this period of citizen comment; and that this period of citizen comment shall be in addition to and not replace such other periods of citizen comment, permitted at meetings of the Council of the City of Norwich for public hearings, or for addressing items on the agenda, or pursuant to Section XXI of the Rules of Procedure of the Norwich City Council.

Mayor Nystrom and the Council members gave brief remarks.

Mayor Nystrom called for a point of personal privilege to personally introduce and thank his family.

There being no further business, City Clerk Barrett invited the public to a reception in honor of the Mayor and City Council members.

Upon a motion of Ald. Gould, seconded by Ald. Philbrick, it was unanimously voted to adjourn at 8:15 P.M.


City Clerk