

# 17<sup>th</sup> CHARTER REVISION COMMISSION

## Rules of Order

1. Co-Chairmen. The Commission, at its organizational meeting, elected Co-Chairmen, who shall preside, with the right to vote, at all meetings of the Commission and Committees to which they are assigned. The Co-Chairmen shall be responsible for the administrative functions of the Commission and all legal notices in connection with the actions of the Commission.
2. Secretary/Clerk. The Commission, at its organizational meeting, elected a Secretary/Clerk, who shall keep all records of the Commission.
3. Correspondence. Official correspondence of the Commission shall be signed by the Co-Chairmen or the Secretary/Clerk.
4. Committees: Standing committees of the Commission may be established by the Co-Chairmen as they shall from time to time determine. The chairs and members of the Committees shall be appointed by the Co-Chairmen of the Commission. The Co-Chairmen shall take into consideration the preference of commission members for committee assignments. The Co-Chairmen may appoint such Special Committees, including the chairs and membership thereof, as the Co-Chairmen shall from time to time determine. Commissioners may serve as members of more than one committee. Only members of a committee may vote with respect to actions of a committee, provided, however, that any commissioner may otherwise participate in the work of any committee. The commissioners shall, as may be practicable, be advised of committee meetings in advance thereof. All committees shall have membership from both major parties as may be practicable. Any item placed on a committee agenda shall be reported to the full commission.
5. Agendas. The agenda for each meeting of the Commission shall be set by the Co-Chairmen.
6. Motions and Voting. The order of precedence in acting on Commission business shall be as follows:
  - a. Motion
  - b. Second
  - c. Discussion and clarification of the motion
  - d. Motion to refer the motion to committee
  - e. Motion to amend the motion
  - f. Vote

Voting shall be by voice. A Commissioner must be physically present or participating by teleconference in order to vote. One of the Co-Chairmen shall ask all those in favor of

the motion to say “aye” and all those opposed to say “nay.” One of the Co-Chairmen shall determine whether the vote has passed. If the Co-Chairman taking the vote doubts the result of the vote or if a commissioner doubts the results of the vote, rising in place and stating such doubt, the Co-Chairmen taking the vote shall try the vote again by a show of hands, unless a commissioner shall request a roll call.

7. Meetings. The meetings of the Commission shall be open to the public, except that upon motion duly made and seconded, with a majority present voting thereon, the Commission may go into executive session for any or all purposes set forth in the Freedom of Information Act (P.A. 75-342 ad amended).

8. Roberts Rules of Order. Roberts Rules of Order, in the form as presently utilized by the Board of Representatives of the City of Stamford, shall be followed in situations not covered by these Rules. In the absence of a parliamentarian appointed by the Commission, the Co-Chairmen or their designee shall act as parliamentarian. Rulings of the parliamentarian may be appealed to the Commission by any commissioner.

9. Public Statements: Only the Co-Chairmen are authorized to make public statements on behalf of the Commission. This limitation does not limit individual Commission members from making individual public statements on their own behalf.