

Memo

To: Town Council
From: Matt Hart, Town Manager
CC: Town Employees
Date: March 9, 2015
Re: Town Manager's Report

Below please find a report regarding various items of interest to the Town Council, staff and the community:

Council Business

- *Finance Committee* – with tonight's special meeting on the *Next Generation Connecticut* impact study we have rescheduled the Finance Committee meeting to 6:00 PM on March 23, 2015.
- *Legislative Session* – In the communications section of [tonight's agenda](#) you will see copies of testimony that I provided at the capitol regarding the proposed changes to the resident trooper program as well as to the Connecticut Municipal Employees Retirement System (CMERS). Our service agreement with the Connecticut State Police (CSP) expires on June 30, 2015 and I plan to meet with representatives of the CSP in advance of the next Council meeting to discuss the proposed changes to the resident trooper program and its ramifications for any renewal agreement. I will report to the Town Council at your next meeting.
- *Letter from Department Heads* – Attached please find a letter from department heads expressing their concerns regarding conduct at Town Council meetings. The staff is concerned that this behavior is not compatible with the Town Council's rules of procedure or the Town's anti-harassment policy, and wants the Council to be aware of the negative impact that this behavior has on staff morale. In addition, staff is requesting a security presence at Council meetings. I would ask that you review this letter carefully and place this item on a future agenda for discussion.
- *Mansfield Tomorrow Plan of Conservation and Development (PoCD)* – The Town Council had requested a discussion or workshop following its recent public hearing on Mansfield Tomorrow. I suggest we conduct this discussion as part of the Council's regular meeting on March 23, 2015 and welcome your feedback on this suggestion.

Major Projects and Initiatives

- *CL&P Interstate Reliability Project* – No work is scheduled in Mansfield for the week of March 9, 2015. Weekly construction updates can be found at www.NEEWSprojects.com. Residents can also call 1-866-99NEEWS (1-866-996-3397) or email NEEWS@NU.com for more information.

Upcoming Events

- *Storrs Farmers Market* – Storrs Winter Farmers Market will be open two Saturdays a month from 3:00 – 6:00 PM at the Mansfield Public Library. The remaining Winter Market dates are: March 14 and 28, and April 4 and 18. Everything sold at Storrs Farmers Market is grown or produced in Connecticut. Visit www.storrsfarmersmarket.org for more information.
- *UCONN South Campus Scoping Meeting* – The University of Connecticut will hold a scoping meeting for several proposed improvements to South Campus, including a new Honors Residence Hall; an addition to the Fine Arts building; removal of two houses on the south side of Gilbert Road that are contributing structures to the University of Connecticut National Register District; closure of Gilbert Road between Mansfield Road and Whitney Road; modifications to Whitney Road, including removal of on-street parking; and closure of Coventry Road and Maple Lane to vehicular traffic with the exception of emergency vehicles. The public scoping meeting will be held on March 11, 2015 at 7:00 PM in Room 146 at the Bishop Center. The deadline to submit comments on the proposed project scope is March 19, 2015.

Upcoming Meetings*

- Youth Service Advisory Board, March 10, 2015, 11:45 AM, Conference Room B, Audrey P. Beck Municipal Building
- Town-University Relations Committee, March 10, 2015, 4:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Four Corners Sewer and Water Advisory Committee, March 10, 2015, 6:30 PM, Council Chamber, Audrey P. Beck Municipal Building
- Sustainability Committee, March 11, 2015, 5:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Mansfield Community Campus Partnership, March 12, 2015, 4:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Water/Wastewater Advisory Committee, March 12, 2015, 5:30 PM, Council Chamber, Audrey P. Beck Municipal Building
- Playground Committee, March 12, 2015, 7:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Committee on Committees, March 13, 2015, 8:10 AM, Conference Room B, Audrey P. Beck Municipal Building
- Personnel Committee, March 16, 2015, 4:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Planning and Zoning Commission, March 16, 2015, 7:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Cemetery Committee, March 18, 2015, 3:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Four Corners Sanitary Sewer Project Public Scoping Meeting, March 18, 2015, 7:00 PM, Council Chamber, Audrey P. Beck Municipal Building
- Conservation Commission, March 18, 2015, 7:30 PM, Conference Room B, Audrey P. Beck Municipal Building
- Finance Committee, March 23, 2015, 6:00 PM, Conference Room B, Audrey P. Beck Municipal Building
- Town Council, March 23, 2015, 7:30 PM, Council Chamber, Audrey P. Beck Municipal Building

**Meeting dates/times are subject to change. Please view the [Town Calendar](#) or contact the Town Clerk's Office at 860-429-3302 for a complete and up-to-date listing of committee meetings.*

Internal Memorandum

TO: Matthew W. Hart, Town Manager
FROM: Department Heads
DATE: March 9, 2015
SUBJECT: Town Council Meetings

As municipal employees, we understand that our work will be scrutinized by the public, and rightly so. We welcome constructive review of our collective efforts so that we can provide the best possible service to the Town, understanding that not everyone will agree with all our actions or decisions. We recognize the importance of public scrutiny, and wholeheartedly concur with the Council's policy of allowing public comment during their regular meetings. However, there has been a disturbing trend towards misuse of the opportunity for public comment. Members of the public have used this time as an opportunity for personal attack and intimidation. In addition, tones of disrespect, jeering, and disorderly conduct have become regular occurrences throughout Council meetings. The behavior has recently reached a level that has caused some employees to be concerned for their safety. The Town Council Rules of Procedure (Rule 5) state the following:

All meeting participants including Councilors, citizens and staff should confine their remarks to the substance of the issue at hand. Participants should avoid discussing personalities and not impugn the motive, character or integrity of any individual. The Town Council supports the right of a resident to criticize its local government, but this should be done appropriately and responsibly, with civility and discretion. All participants should address their remarks to the Mayor and maintain a civil tone. These rules of conduct shall also apply to all written correspondence.

We ask that this rule be enforced at future meetings, and that a state trooper be present at all Town Council meetings.

More disturbing is the fact that certain of our elected officials frequently display the same types of behaviors, including disruption of testimony and personal attacks as well as unsupported accusations of incompetence, malfeasance, and dishonesty.

In addition, presenting staff are frequently asked to provide follow-up information. All departments are happy to spend time providing information that will help the Council make an informed decision. However, it often happens that much of the information requested has already been provided or is considered superfluous by most Council members. It would help our efficiency if the Council as a whole would decide what information they require to make an informed decision.

These actions by Councilors have had a detrimental effect upon the efficiency and morale of the entire organization. The potential for adverse effects on employee health and well-being cannot be ignored. This behavior makes employee retention and succession planning more difficult and more costly. It is clearly in the Town's interest to attract and retain quality employees.

The Town's Anti-Harassment Policy includes the following definitions of harassment:

- *Repeated, unscheduled demands for attention and time regarding matters of a non-urgent nature that interfere with an employee's ability to perform his other routine job duties in a timely and effective manner;*
- *Any communication or action that is demeaning, rude or inflammatory or otherwise incites anger, hurt, fear or embarrassment in the receiver of the communication or action;*
- *Unwanted questions or comments pertaining to any aspect of an employee's person or personal*

life;

- *Unwanted contact at an employee's home or in public when an employee is off duty.*

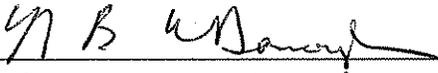
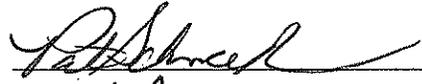
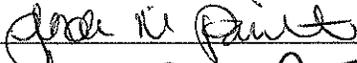
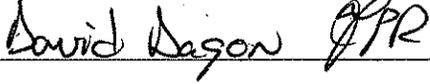
We ask that the Town Council thoroughly review the Anti-Harassment Policy.

Further, an increasing number of residents are approaching Town staff to express their disgust at the disrespect shown to our Town officials, both public and staff. These residents are reluctant to participate in meetings for fear of similar treatment and the high level of tension evident at Council meetings. Despite their concerns, most residents are very satisfied with the level of service provided by the Town and are proud of the positive reputation that Mansfield has among other municipalities in the state. In order to thrive, a democratic system must encourage all residents to participate in its processes. As fewer citizens are willing to participate in Town activities, it will be more and more difficult to maintain the quality of life of which Mansfield is justifiably proud.

In closing, we cannot express strongly enough our belief that, under your leadership, the Town management, structure and operations are run at a highly professional level. It is painful to witness your professionalism and integrity questioned without merit, often in the most uncivil manner. We appreciate the support you have given to all Town staff under difficult conditions. Please forward our concerns and recommendations to the Town Council, in the expectation of working together to create an atmosphere in which the peoples' work can be done in an efficient, respectful manner.

In the meantime, we will continue to serve this wonderful community to the best of our abilities. It is important for the Town Council to know the negative impacts on employee morale and productivity caused by the unchecked behavior of a few individuals.

Respectfully submitted, Mansfield Department Heads



**TOWN OF MANSFIELD
POLICY MEMORANDUM**

To: All Town Employees
From: Matthew W. Hart, Town Manager *M. Hart*
Date: July 17, 2012 (Revised); June 1, 2010 (Original)
Subject: Anti-Harassment Policy

I. Purpose

The Town of Mansfield (Town) is committed to providing and maintaining a work environment in which everyone is treated fairly and with respect and dignity. The Town strictly prohibits sexual harassment and harassment towards anyone, including, but not limited to, legally recognized and protected classes based on race, religion, age, sex, marital status, sexual orientation, gender identity or expression, genetic information, national origin, ancestry, military service, veteran status, or disability except in the case of, bona fide occupational qualification or business necessity. All Town officials and employees are expected to comply with this policy. The principles and complaint procedures set forth in this policy apply to sexual harassment and all other forms of harassment involving agency employees.

The Town of Mansfield will not create or tolerate a hostile work environment or harassment in any form. Management will not use its authority to harass employees, take or fail to take personnel action as a reprisal against an employee for resisting or reporting any act of harassment, or tolerate any harassment, verbal or physical, of an employee towards another employee. Anyone who engages in such conduct will be subject to discipline up to and including immediate discharge. All supervisory staff members are responsible for regularly reminding employees of this policy, and all are responsible for seeing that our workplace is free of harassment.

- A. **Sexual Harassment.** As the prevention of sexual harassment deserves special attention, some sections of this policy focus directly on sexual harassment. The policy establishes a zero tolerance standard for all forms of sexual harassment towards any employee.
- B. **Other Forms of Harassment.** This policy is also applicable to the harassment of members of a legally protected class and other harassment visited upon a Town employee, as such behavior is not only unfair, but also may impede the Town's service to the public.

II. Prohibited Conduct

The Town of Mansfield will not tolerate harassment as defined in this policy by anyone, including any supervisor, co-worker, vendor, citizen, resident, client or customer, whether in the workplace, at assignments outside the workplace, at Town-sponsored (social) functions or elsewhere.

III. Effective Date

This policy shall be effective immediately and shall remain in effect until revised or rescinded.

IV. Definition

- A. **“Sexual harassment”** is a form of sex discrimination, prohibited by both state and federal law (see C.G.S. § 46a-60(a)(8) and Title VII of the Civil Rights Act of 1964). “Sexual harassment” means any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature where:
1. submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment;
 2. submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the person; or
 3. such conduct interferes with a person’s work performance or creates an intimidating, hostile or offensive working environment.

The offender or the victim of harassment may be either a man or a woman. Also, harassment can involve people of the same or the opposite sex.

- B. **“Harassment”** is unwarranted and unwanted verbal or nonverbal conduct which threatens, intimidates or unduly annoys or insults another person, where such conduct has the purpose or effect of creating an offensive, intimidating, degrading or hostile environment, or interferes with or adversely affects a person’s work performance.

Harassment does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands or other supervisory actions intended to promote positive performance and/or discourage negative behavior or performance.

V. Examples of Harassment

While it is not possible to list all circumstances that may constitute harassment, the following are some examples of conduct which, if unwelcome, may constitute harassment depending on the totality of the circumstances including the severity of the conduct and its pervasiveness.

A. Sexual Harassment Examples

- Unwanted sexual advances and explicit sexual proposals;
- Demands for sexual favors in exchange for favorable treatment or continued employment;
- Suggestive comments, sexually oriented teasing or practical jokes;
- Foul or obscene body language or gestures;
- Display of printed or visual material that is foul, obscene or offensive;
- Sending or viewing jokes, pictures or other information by e-mail or the internet where the information is sexually-explicit, or where it ridicules a person’s ethnicity, religion, sexual-orientation or other unchangeable characteristics;
- Physical contact, such as touching, patting, pinching or brushing against another’s body.

B. Other Forms of Harassment Examples

- Jokes about ethnicity, religious beliefs or practices, accents or gender-specific traits;
- Repeated, unscheduled demands for attention and time regarding matters of a non-urgent nature that interfere with an employee’s ability to perform his or her routine job duties in a timely and effective manner;

- Any communication or action that is demeaning, rude or inflammatory or otherwise incites anger, hurt, fear or embarrassment in the receiver of the communication or action;
- Unwanted questions or comments pertaining to any aspect of an employee's person or personal life;
- Unwanted contact at an employee's home or in public when an employee is off duty. Examples of unwanted contact may include but are not limited to: calling an employee at their personal cell phone or land line; emailing an employee at their personal email address; and physically approaching and/or berating employees about work matters when the employee is off duty.

VI. Reporting Harassment

A. Victims of Harassment. If you believe that you are being harassed, you should clearly and promptly tell the offender that you want him or her to stop the behavior. If for any reason you do not wish to confront the offender directly or if confrontation does not successfully end the harassment, you shall immediately report the harassment to any one of the following people:

- Your supervisor or manager; or
- The Assistant Town Manager; or
- The Town Manager

Any employee who believes that he or she has been harassed in the workplace in violation of this policy may also file a complaint with the Connecticut Commission on Human Rights and Opportunities, Eastern Region Office, 100 Broadway, Norwich, CT 06360. (TELEPHONE NUMBER 860-886-5703; TDD NUMBER 860-886-5707) and/or the Equal Employment Opportunity Commission, Boston Area Office, One Congress Street, Boston, MA 02114 (TELEPHONE NUMBER 617-565-2300; TDD NUMBER 617-565-3204). Connecticut law requires that a formal written complaint be filed with the Commission on Human Rights and Opportunities within 180 days of the date when the alleged harassment occurred. Remedies for sexual harassment include cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement.

B. Employees Who Witness Harassment. Any employee who witnesses harassment or becomes aware that another employee has been subjected to prohibited harassment shall immediately report the conduct to one of the individuals listed above.

C. Supervisors and Managers. Any supervisor or manager who receives a complaint about harassment, retaliation or who believes that someone is engaging in conduct that may be prohibited must immediately report it to the Town Manager or Assistant Town Manager. Ignoring such conduct is not acceptable and may subject the supervisor or manager to disciplinary action.

VII. No Retaliation

The Town strictly forbids retaliation against employees who report harassment or who participate in internal or external investigations of harassment. The Town will not engage in any such retaliation nor will it permit employees to do so. The Town will not tolerate retaliatory citizen behavior/actions towards employees whom have reported harassment or participated in a harassment investigation. All

employees shall report all instances of retaliation to one of the individuals listed in section VI.A of this policy.

VIII. Investigating Complaints

The Town's policy is to take all complaints and reports of harassment seriously. All complaints and reports will be investigated promptly, impartially and discreetly. Once a complaint is received, an investigation will be undertaken immediately and all necessary steps taken to resolve the problem. Employees have a duty and are obligated to participate in investigations when asked. Investigation of such matters will usually entail conferring with involved parties and any named or apparent witnesses. Where investigation confirms that harassment has occurred, the Town will promptly take corrective action. Discipline up to and including discharge from Town service, banning from Town facilities or property, or legal action may be implemented by the Town after the respondent to a complaint has had a chance to present his side of the case, and to rebut the claims made against him or her. In all cases, including those in which a harassment complaint is made against someone who is not a town official or employee, every effort will be made to ensure that the principles of due process of law are afforded to every respondent. In this context, depending on the circumstances, due process includes, but is not limited to, the right to sufficient notice of the claims against the respondent, the right to counsel paid for by the respondent and the opportunity to rebut the allegations of the complaint in the presence of a fair and impartial decision maker.

IX. False Reports

Disciplinary action may be imposed if the Town determines that a false complaint was made under this policy.



TOWN OF MANSFIELD
TOWN COUNCIL RULES OF PROCEDURE
As adopted by Council 11/25/13¹

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 the most recent edition of "Robert's Rules of Order, Newly Revised." Ordinarily, the "In Brief" version of Robert's Rules of Order, Newly Revised will be used.

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

¹ November 25, 2013 (amended); November 14, 2011 (amended); November 22, 2010 (amended); July 26, 2010 (amended); February 22, 2010 (amended); September 8, 2008 (original)

- 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 at least 24 hours prior to the meeting.
- 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 will generally be held prior to the Regular Meeting. 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) 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. For select national holidays, more specifically, President's Day, Memorial Day, Independence Day, and Veteran's Day, the Council will schedule ceremonial meetings which may include traditional and appropriate activities such as a recitation of the pledge of allegiance. Council members shall participate on a voluntary basis in the planning and scheduling of such ceremonial meetings.
- h) The Town Clerk is the Clerk of the Council and shall, in accordance with the Connecticut Freedom of Information Act, keep for public inspection 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 and posted on the website within 7 days of the meeting.

- i) The Freedom of Information Act prohibits a quorum of Council members from engaging in discussion about substantive Council business via email.

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 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. Report of the Town Manager
 - 7. Reports and Comments of Council Members
 - 8. Old Business
 - 9. New Business
 - 10. Quarterly Reports
 - 11. Reports of Council Committees
 - 12. Departmental and Advisory Committee Reports
 - 13. Petitions, Request and Communications
 - 14. Future Agendas
 - 15. Executive Session (if scheduled)
 - 16. Adjournment
- c) 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.
- d) 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.
- e) 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.

- f) 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, a period 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. Speakers are not permitted to yield any portion of their time to another speaker(s). 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. Council Members and the Town Manager may offer responses to questions or concerns raised by citizens during the portions of the agenda reserved for their reports and comments, but are not obligated to provide answers to impromptu questions.

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. Public comment at public hearings is limited to five minutes per speaker unless otherwise modified by the Council at the beginning of the hearing.

- c) Work Sessions

Work Sessions are an opportunity for the Council, Town Government and invited participants to discuss issues. An opportunity for public comment, other than invited participants, 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 – Decorum

All meeting participants including Councilors, citizens and staff should confine their remarks to the substance of the issue at hand. Participants should avoid discussing personalities and not impugn the motive, character or integrity of any individual. The Town Council supports the right of a resident to criticize its local government, but this should be done appropriately and responsibly, with civility and discretion. All participants should address their remarks to the Mayor and maintain a civil tone. These rules of conduct shall also apply to all written correspondence.

Disorderly and disruptive conduct will be handled in accordance with Freedom of Information Act, C.G.S. Section 1-232.

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.” A copy of the ordinance 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. The Council may also hold more than one public hearing on a proposed ordinance prior to taking final action.
- c) Prior to the Town Council scheduling a public hearing regarding a proposed ordinance, the Town Manager shall present a written fiscal impact analysis to the Council.
- d) The Town Council may discuss a proposed ordinance but may not amend, adopt or reject it on the day the first public hearing is convened in accordance with Section 308 of the Town Charter. This provision may be suspended by a majority vote.

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.
- 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, extend or close 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 limit, extend or 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. Motions to adjourn or to reconsider the previous question shall not be reconsidered.
- 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 and Other 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.
- e) The Mayor shall make recommendations for appointments of Council members to committees other than the three standing committees of the Council to the Council as a whole for review and consideration.

Rule 10 – 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.