

Personnel Committee
Monday, November 18, 2013
Conference Room B, Beck Municipal Building

Minutes

Members Present: Toni Moran (Chair), Alex Marcellino, Elizabeth Wassmundt

Other Council Members Present: Paul Shapiro

Staff Present: Maria Capriola, Matthew Hart

The meeting was called to order at 6:00pm.

1. PUBLIC COMMENT

None.

2. OVERVIEW OF THE WORK OF THE COMMITTEE

The work plan and key assignments and duties of the Committee were reviewed. Reference material binders were distributed to Committee members.

3. MINUTES

The minutes of October 7, 2013 were moved by Wassmundt and seconded by Marcellino. The minutes were approved as presented with Moran voting in favor and Marcellino and Wassmundt abstaining.

4. TOWN COUNCIL RULES OF PROCEDURE

Discussion occurred as to which edition of Roberts Rules of Order will be referenced. Based on the editions used by the National Association of Parliamentarians, through consensus the Committee agreed to reference the most recent edition of Roberts Rules of Order, but ordinarily use the "In Brief" edition.

Wassmundt moved, seconded by Marcellino for Rule 4a to have a *recommended* maximum time limit of five minutes for speakers during public comment. Discussion occurred. Wassmundt withdrew the motion.

Wassmundt moved, seconded by Marcellino to add to the Rules, "Town Council welcomes information and presentation from Town staff and advisory committees so long as they do not exceed 10 minutes in length." With no votes in favor of the motion, the motion failed.

Within the context of Rule 3, prioritization of Council workload and research requests was discussed. No action was taken.

Marcellino made the motion, seconded by Wassmundt to eliminate Rule 10, Council Office Hours. Motion passed unanimously.

Wassmundt moved, seconded by Marcellino to add a new subsection (i) to Rule 2 as follows, "The Freedom of Information Act prohibits a quorum of Council members from engaging in discussion about substantive Council business via email." Motion passed unanimously.

Marcellino made the motion, seconded by Wassmundt to rename the Agenda Item "Reports and Comments of Council Members" to "Reports of Council Members." Motion passed unanimously.

Moran made the motion to rename the Agenda Item "Departmental and Committee Reports" to "Departmental and Advisory Committee Reports" and to reverse the order on the agenda of "Council Committee Reports" and "Departmental and Advisory Committee Reports" so "Council Committee Reports" proceeds "Departmental and Advisory Committee Reports." Motion passed unanimously.

Marcellino made the motion, seconded by Wassmundt to send the recommended revised Rules of Procedure to the Town Council as a whole for consideration. Motion passed unanimously.

5. 2014 REGULAR MEETING SCHEDULE

Marcellino made the motion, seconded by Wassmundt to adopt the 2014 regular meeting schedule as follows, "the Committee will meet the third Tuesday at 4pm in January and February and the third Mondays of March-December at 4pm." The motion passed unanimously.

The meeting adjourned at 8:45pm.

Respectfully submitted,
Maria E. Capriola,
Assistant Town Manager
Town of Mansfield