



City Council Rules Committee  
**Meeting Minutes**  
**August 9, 2017**  
City Council Chambers  
4:30 p.m.

1. Councilor St. Hilaire called the meeting to order at 4:34 p.m.

Committee members present: Councilors St. Hilaire, Bouchard, Herschlag and Matson. Councilor Grady-Sexton was late. Staff members present: City Clerk Janice Bonenfant and City Solicitor Jim Kennedy.

2. Councilor Matson moved approval of the January 31, 2017 Meeting Minutes. The motion was duly seconded and passed.
3. Committee Chair Councilor St. Hilaire indicated that, in follow-up to the last Rules Committee meeting, members would be focused on reviewing the most recent edits of proposed changes to the Rules of the City Council; noting that final approval of any suggested changes would be submitted to the full City Council for review and approval.
4. Review of Proposed Amendments to Council Rules.

Solicitor Kennedy distributed copies (*copy on file in committee folder*) of the updated draft Rules of City Council which contain all proposed changes/edits by the committee to date.

During the discussion regarding proposed amendments to date, the following comments and/or suggested changes were made.

**Section 1** – section was amended to add a reference to a potential situation that could come up where the Mayor and the Mayor Pro Tem were not present to chair a meeting. Solicitor Kennedy will revise the proposed rules to reflect the addition of “or presiding officer” to this section.

**Section 6A** - while reviewing this section of the proposed edits, committee members asked Solicitor Kennedy to amend the Rules of City Council and/or the current Ethics Ordinance

so that the two documents were not in conflict with each other. Solicitor Kennedy indicated he will amend documents as appropriate and bring them for committee review to the next meeting.

**Section 6B** – after committee discussion, suggested amendments were made to the first two sentences of this section. Solicitor Kennedy will amend to reflect changes members of the committee suggested.

**Section 6D** - after much discussion on this section members indicated they would like Solicitor Kennedy to amend this section in an attempt to clarify concerns over Councilors attendance, whether they are in attendance in their individual capacities or as members of City Council, at municipal Board and Commission meetings. Rules should be written to address whether or not a member of City Council can testify at a given board or commission meeting and in what capacity.

Members also asked that the Solicitor try to clarify the differences between attending a given board or commission meeting versus testifying and participating in a given board or commission meeting.

**Action:** At approximately 6:10 p.m. Councilor Herschlag moved approval of the proposed edits to the Rules of City Council through Section 6C. The motion was duly seconded and passed with no dissenting votes.

Members asked Solicitor Kennedy to revise the proposed rules, based on agreed upon changes to date, so that members could review clean, amended to date, drafts of proposed Rules of the City Council at the next meeting, beginning their continued review on section 6D.

5. The next meeting will be held on September 6, 2017 at 4:30 p.m. City Clerk, Janice Bonenfant, will reserve meeting space and notify members of meeting location.
6. Councilor Grady-Sexton moved to adjourn the meeting at 6:20 p.m. The motion was duly seconded and passed with no dissenting votes.

*A trued copy: I attest:*

*Janice Bonenfant*  
*City Clerk*