

ALL COMMON COUNCIL ACTIONS TAKEN AT THIS MEETING TO APPROVE EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND OTHER PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS

SPECIAL/ORGANIZATIONAL MEETING

Mayor Harry W. Rilling ~ Swearing In of 2017 – 2019 Common Council Members

I. **ROLL CALL** 15

II. **ACCEPTANCE OF MINUTES** N/A

III. **PUBLIC PARTICIPATION**

IV. **MAYOR**

A. **RESIGNATIONS AND APPOINTMENTS**

- 1. Appointment of Corporation Counsel – Mario Coppola **APPROVED**
- 2. Appointment of City Clerk - Donna King **APPROVED**

B. **MAYOR'S REMARKS:** Mayor thanked the outgoing Council Members for their service and welcomed the incoming Council Members.

V. **COUNCIL PRESIDENT**

A. **GENERAL COUNCIL BUSINESS**

- 1. Election of Council President – John Kydes **APPROVED**
- 2. Announcement of Majority Leader – John Igneri **APPROVED**
- 3. Announcement of Minority Leader – Doug Hempstead **APPROVED**
- 4. Appointment of Assistant City Clerk – Irene Dixon **APPROVED**
- 5. Appointment of Committees **APPROVED**
- 6. Adoption of Council Rules **ADOPTED**

B. **REMARKS:** Council President stated that he appreciates the opportunity to serve as Council President. He said that the Council will work hard for the residents of Norwalk. He announced the cancellation of the regular meeting of the Common Council scheduled on November 28, 2017.

VI. **ADJOURNMENT** 8:02 PM

COMMON COUNCIL COMMITTEES 2017-2019

FIRST YEAR

John Kydes, President

John Igneri, Majority Leader

Doug Hempstead, Minority Leader

FINANCE/CLAIMS

Staff: Frederic Gilden, Comptroller

2nd Thursday: 7:00 p.m., Room 231

GREG BURNETT, CHAIRMAN

FAYE BOWMAN

DOUG HEMPSTEAD

JOHN IGNERI

JOHN KYDES

NICK SACCHINELLI

TRAVIS SIMMS

HEALTH, WELFARE & PUBLIC SAFETY

Staff: Irene Dixon, Asst. City Clerk

4th Thursday: 7:30 p.m., Room 231

NICK SACCHINELLI, CHAIRMAN

DOUG HEMPSTEAD

ELOISA MELENDEZ

BARBARA SMYTH

DOUG STERN

GEORGE TSIRANIDES

CHRIS YERINIDES

LAND USE & BLDG. MGMT

Staff: Alan Lo, Building/Facility Manager

1st Wednesday: 7:30 p.m., Room A333

TOM LIVINGSTON, CHAIRMAN

GREG BURNETT

DOUG HEMPSTEAD

NICK SACCHINELLI

BETH SIEGELBAUM

BARBARA SMYTH

CHRIS YERINIDES

ORDINANCE

Staff: Mario Coppola, Corporation Counsel

3rd Tuesday: 7:00 p.m., Room 231

ELOISA MELENDEZ, CHAIRPERSON

MICHAEL CORSELLO

DOUG HEMPSTEAD

TOM LIVINGSTON

BETH SIEGELBAUM

DOUG STERN

CHRIS YERINIDES

PERSONNEL

Staff: Ray Burney, Director of Personnel

3rd Wednesday, 7:00 p.m., Room 123

FAYE BOWMAN, CHAIRWOMAN

GREG BURNETT

DOUG HEMPSTEAD

BARBARA SMYTH

NICK SACCHINELLI

BETH SIEGELBAUM

DOUG STERN

PLANNING

Staff: Tim Sheehan, Redevelopment Director

1st Thursday: 7:00 p.m., Room 231

JOHN KYDES, CHAIRMAN

FAYE BOWMAN

DOUG HEMPSTEAD

JOHN IGNERI

TOM LIVINGSTON

ELOISA MELENDEZ

GEORGE TSIRANIDES

PUBLIC WORKS

Staff: Bruce Chimento, DPW Director

1st Tuesday: 7:00 p.m., Room 231

JOHN IGNERI, CHAIRMAN

MICHAEL CORSELLO

DOUG HEMPSTEAD

TOM LIVINGSTON

ELOISA MELENDEZ

TRAVIS SIMMS

GEORGE TSIRANIDES

RECREATION, PARKS & CULTURAL AFF.

Staff: Ken Hughes, Acting Director

2nd Wednesday: 7:00 p.m., Room 231

MICHAEL CORSELLO, CHAIRMAN

DOUG HEMPSTEAD

JOHN KYDES

TRAVIS SIMMS

BARBARA SMYTH

GEORGE TSIRANIDES

CHRIS YERINIDES

RULES OF THE COMMON COUNCIL

CITY OF NORWALK, CONNECTICUT ADOPTED BY THE COMMON COUNCIL NOVEMBER 26, 1985 AS AMENDED AND ADOPTED NOVEMBER 17, 2015

1. Regular meetings of the Common Council shall be held on the SECOND and FOURTH Tuesday of each month.
2. All requests for items to be placed on the Common Council agenda shall be filed, normally electronically, in writing, with the City Clerk and/or the Assistant City Clerk, at least five (5) days prior to the scheduled Council Meeting. Any exceptions shall be at the discretion of Council President or Chairperson of the committee involved. All material shall be posted to the city's website and included in packets to Council members, so that it may be studied in advance.
3. For appointments to City Boards, Commissions and Agencies, the Common Council respectfully requests that resumes be submitted to the Council members at least ten (10) days in advance.
4. Items submitted by City Departments shall not be placed on the agenda, without approval, in each case, of the chair of a Common Council committee generally responsible for reviewing the subject matter of the respective department or the particular item; where an item has been submitted by the Law Department, the approval of the Council President shall suffice for placement on the Common Council agenda. In an emergency or the unavailability of a committee chair, the approval of the Council President shall also suffice.
5. A record shall be kept by the City Clerk of all matters which have been tabled by the Common Council. The City Clerk shall keep a list of all matters referred to committees and all committees shall make at least a monthly progress report for those items back to the Clerk until said item is returned for action by the council.
6. Each Common Council committee should hold at least one (1) meeting each month, and in any case, not less than ten (10) meetings per year, as scheduled at a regular date to be reported to the City Clerk. Additional meetings may be called by the committee chair and shall also be reported to the City Clerk. All Common Council committee meetings shall be publicized by the City Clerk in full keeping with the requirements of the Connecticut Freedom of Information Act.

It is the purpose of this rule that the maximum possible public attention be called to the work of the council committees and the greatest possible attendance and participation at committee meetings be facilitated and encouraged. For committee members from the Common Council, 2 absences without advance notice will be sufficient reason for the chair to request of the Council President, Majority and Minority leaders and the Common Council as a whole for a reorganization of that committee.

7. Each committee chair shall facilitate the collection of minutes by the assigned stenographer. Due to the number of associated department heads, the Assistant City Clerk shall be the staff person assigned to the Health, Welfare and Public Safety Committee. All other committees shall be staffed from the associated departments with assistance as required from the department head.
8. Each Common Council committee, upon receiving written requests or upon its own motion, or by direction of the Council, or where required by law, shall hold public hearings on matters properly before said committee. Notice of such hearing shall be duly advertised. Committee chairs are encouraged to hold informational meetings for the public to allow for airings of public concerns and to allow maximum public participation. Said meetings, as well as meetings of the Common Council, as appropriately noticed, may be held in public areas, appropriately accessible to the public, other than City Hall.
9. All committees may establish their own rules of procedure, except that no final contractual action may be taken until it has been presented to a Regular or Special Meeting of the Common Council and approved or accepted by a majority vote of the Council present.
10. The rules of the Common Council may be suspended upon a two-thirds (2/3) majority vote of the Common Council members present.
11. Mason's Manual of Legislative Procedure – 2010 shall be the rules of the Council except as they conflict with the rules mentioned herein.
12. All papers and documents filed with the Common Council, Mayor, City Clerk or Town Clerk, Commissions, Boards, Agencies, or Common Council Committees, shall remain the property of the City and shall remain in the files of the City offices and not be removed therefrom. All the aforementioned documents shall be made available on the city's website in a timely manner.

13. The Common Council Agenda shall consist of the following items only:
 - A. ROLL CALL
 - B. ACCEPTANCE OF THE CALL (Special Meetings Only)
 - C. ACCEPTANCE OF THE MINUTES
 - D. PUBLIC PARTICIPATION
 - E. MAYOR: RESIGNATIONS, APPOINTMENTS AND REMARKS
 - F. COUNCIL PRESIDENT: CONSENT CALENDAR & OTHER GENERAL COUNCIL BUSINESS
 - G. REPORTS OF DEPARTMENTS, COMMISSIONS & BOARDS
 - H. COMMON COUNCIL COMMITTEE REPORTS
 - I. RESOLUTIONS FROM COUNCIL MEMBERS
 - J. MOTIONS POSTPONED TO A SPECIFIC DATE
14. For item F only, the control and chair of the meeting shall pass to the council president.
15. The Consent Calendar shall consist of those items upon which all members present have, without objection, agreed to act by means of a motion consolidating the respective items and is not subject to debate.
16. All Common Council actions to approve expenditures or to accept bids or other proposals requiring the expenditure of City funds shall automatically be subject to the availability of funds.
17. Communications addressed to the Mayor and Common Council shall not appear on the agenda of the Common Council meeting unless specifically requested by the Mayor or a Common Council member, and the City Clerk shall furnish each Council member with a copy of such communications, normally electronically.
18. All reports from Committees shall be submitted to the Common Council by their Committee Chair or designee.
19. All Regular and Special Common Council meetings shall begin at 7:30 and shall terminate at midnight, except when the Common Council deems it necessary to continue its business. Such determination to be made by a simple majority vote.
20. Any unfinished business not reached at a meeting of the Common Council shall be carried over to the next Regular Meeting and shall be placed on the agenda

thereof in the position immediately following item E, "Mayor: Resignations, Appointments and Remarks."

21. Any appointed member or employee of a City department, board, agency or commission or any board agency, or commission to which the City appoints the members, at the request of a council member, may address the Common Council on matters directly appertaining to his or her department, agency, board or commission without the need for suspension of the rules.
22. To encourage public participation, a period will be set aside for public comment before the start of the meeting's business on items to be taken up at the meeting. Each speaker will be limited to three minutes and the comments must address an item on the agenda. Committee Chairs are encouraged to adopt this practice. If a member of the public wishes to submit information electronically or otherwise in writing, it shall be made a part of the record.
23. Common Council members shall be recognized to speak in the general order in which they signal their desire to speak, with the exception that those that have spoken on a topic shall yield until all those who wish to speak have had one opportunity to do so once. Repetitive, disrespectful or loud arguments shall be considered out of order.
24. There shall be minority representation on each committee, which should be reflective of the makeup of the Council as a whole, based on the makeup of the majority and minority caucuses which reflects the will of the people.