

RULES OF ORDER OF THE CITY COUNCIL  
CITY OF WOONSOCKET  
ADOPTED DECEMBER 6, 2011

- Rule 1. The president shall call the meeting to order and shall cause the order of business to commence at 7 P.M. In the absence of or at the request of the President, the Vice President shall call the meeting to order and shall cause the order of business to commence at 7 P.M.
- Rule 2. The City Council, in the absence of the President and Vice President, shall elect one of its members to be acting President of the City Council. It shall be the duty of the acting President to assume all the duties of the President.
- Rule 3. In the event of a vacancy in the office of Council President, the City Council shall hold a new election for the office of Council President.
- Rule 4. The chair shall preserve decorum and order; may speak on points of order subject to an appeal to the Council by a motion regularly seconded, and no other business shall be in order until the question on appeal shall have been decided by a majority vote of the members present. The Chair shall distinctly put all questions and decide all votes. The "yeas" and "nays" of the members of the City Council shall, at the request of two members of the City Council present, be taken and entered on the record.
- Rule 5. Any member desiring to speak shall address the Chair, and after his right to speak has been recognized, he shall not be interrupted while speaking except by a call to order. He shall confine his remarks to the question under debate and shall avoid personalities.
- Rule 6. No member shall speak more than once on the same question until all members desiring to speak thereon shall have done so. There shall be no conversation among the members while a member is speaking, while a roll call is being taken, while any paper is being read, or while a question is being stated by the Chair.
- Rule 7. The Chair shall enforce order and decorum among persons in the City Council chamber. No persons other than the Mayor, members of the City Council, Clerk of the Council, and representatives of the press and radio shall be allowed on the floor of the City Council without receiving an invitation from the Chair, or without an invitation by a majority of the members present.
- Rule 8. When a question is under debate, the Chair will receive no motion except to lay on the table, -the previous question, -to postpone to a day certain, -to commit, -to amend, -or to postpone indefinitely. These said motions shall have precedence in the order herein stated and the first two of said motions shall be undebatable.

- Rule 9. After a roll call is ordered, said roll call vote shall not be interrupted, delayed, or stopped by the Chair or any member of the Council for any reason whatsoever. In case of a tie vote, the motion is lost. No main motion shall be debated until it is seconded.
- Rule 10. Any motion may be withdrawn by the maker at any time before the taking of a vote thereon, or before an amendment is made to said motion.
- Rule 11. When a vote has been passed, it shall be in order for any member voting with the majority to move a reconsideration thereof at the same meeting, or to give notice in writing of his intention to move a reconsideration at the next regular meeting, provided, however, that the Chair shall not entertain any motion until the motion to reconsider has been acted upon; and when such notice of an intention to reconsider has been given, the Clerk shall retain possession of the papers until the next meeting, and no subsequent motion to reconsider the vote passed shall be in order at the same meeting, unless upon a withdrawal of the notice; and when a motion to reconsider has been decided, that vote shall not be reconsidered; and the same resolution or ordinance shall come but once before this body for reconsideration.
- Rule 12. The order of precedence of motions shall be as follows:

1. Take a recess.
2. Raise a question of privilege.
3. Lay on the table.
4. Suspend the rules -two-thirds vote required.
5. Previous questions with two-thirds vote required.
6. Limit or extend limits of debate - two-thirds vote required.
7. Postpone to a certain time.
8. Commit or refer.
9. Amend
10. Postpone indefinitely.
11. Main motion.

The highest in rank being at the head of the list and the lowest in rank at the last of the list. When any of them is immediately pending, the motions before it on the said list are in order and shall be acted upon first, and those below are out of order.

- Rule 13. The following motions shall be undebatable:

1. To adjourn.
2. Take a recess, (when privileged).
3. Raise a question of privilege.
4. Lay on the table.
5. Suspend the rules.
6. Previous question (two-thirds vote).
7. Limit or extend limits of debate (two-thirds vote).

Rule 14.

The following motions only can be amended:

1. Take a recess.
2. Postpone to a certain time.
3. Commit or refer.
4. Amend.
5. Main motion.

Rule 15.

The order of business at every regular meeting of the Council shall be as follows:

1. Roll Call.
2. Citizens Good and Welfare.
3. Prayer.
4. Pledge of Allegiance.
5. Approval of the minutes of the previous meeting.
6. Consent Agenda.
7. Communications from the Mayor.
8. Communications and reports from City Officers.
9. Agenda for board of license commissioners.
10. Presentation of petitions, memorials and remonstrances.
11. Good and welfare of the Council, (limited to five minutes to each member, on a rotating basis).
12. Unfinished business of previous meetings.
13. New business.
14. Reports of committees.
15. Adjourn.

Rule 16.

No motion to adjourn shall be in order until the regular order of business is dispensed with, and then said motion to adjourn shall become a privileged motion and shall be undebatable.

Rule 17.

Every proposed Ordinance or Resolution shall be filed with the City Clerk by a member of the City Council not later than the close of the business day on the Wednesday before the council meeting at which it is proposed for consideration. The agenda of the Council shall be closed at that time and the City Clerk shall distribute to the City Council and public a printed agenda containing such ordinances and resolutions by the end of the business day on the Thursday before each council meeting.

The above provisions shall not apply to special meetings of the Council. For such special meetings, resolutions shall be filed with the City Clerk by a member of the City Council not later than 48 hours previous to that of the meeting at which it is to be introduced.

Communications from the Mayor and city officers may be received at any time by unanimous consent of the council.

- Rule 18. The City Clerk shall prepare and cause to be printed for the information of the members of the City Council a docket on which there will be a definite statement of summary of all ordinances, resolutions, orders and other business to be considered at each meeting of the City Council.
- Rule 19. The City Council shall serve as a Committee of the Whole to investigate all matters referred to it. If in the opinion of the Committee of the Whole, a sub-committee is needed, the President shall appoint members thereto and serve as ex-officio on all such Committees.
- Rule 20. Council members appointed to special committees shall maintain an active interest in the subjects assigned, and shall be ready to advise the City Council at any time on matters relating to their committees.
- Rule 21. The regular meetings of the City Council shall be held in City Hall on the first and third Mondays of each month with the exception of the months of July and August when only one regular meeting will be held on the first Monday of each month.
- Rule 22. If any regular meeting shall fall on a legal holiday, the meeting shall be held on the day following or as directed by Resolution of the City Council.
- Rule 23. The foregoing rules shall not be altered, amended, suspended or repealed at any time excepting by a majority vote of the City Council.
- Rule 24. The City Council hereby adopts "Robert's Rules of Order" as the authority on all matters pertaining to rules of order not covered herein.
- Rule 25. The Clerk of the City Council shall cause to be printed for each of the members of the City Council, a record of the previous meetings and shall have the record of the previous meeting ready for each meeting of the City Council.
- Rule 26. In an emergency, the Council President with approval of the majority of the members, may postpone its regular meeting to the next working day following its regular meeting.
- Rule 27. Consent agenda:
1. When the City Clerk determines that any item of business requires action by the Council but is of a routine and non-controversial nature, as designated by an asterisk (\*), (s) he may cause such item to be presented at a regular meeting of the Council as part of the Consent Agenda.

2. An objection by any member of the Council to inclusion of any item on the consent agenda forthwith may be recorded at any time prior to the taking of a vote on the motion to approve the Consent Agenda. Any item removed from the Consent Agenda shall be considered in its normal sequence on the meeting agenda.
3. The Consent Agenda shall be introduced by a motion "To approve the Consent Agenda" and shall be considered by the Council as a single item.
4. There shall be no debate or discussion by any member of the Council regarding any item on the Consent Agenda beyond asking questions for simple clarification.
5. All items on the Consent Agenda which require public hearings shall be open for hearing simultaneously, and the City Council President shall announce, or direct the City Clerk to announce titles of all items.
6. Approval of the motion to approve the Consent Agenda shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, ordinance or other item of business thereon exactly as if each had been acted upon individually.

#### Rule 28

##### News Releases/Statements to the Media.

1. All Council news releases/statements shall be released by the City Clerk at the direction of the Council.
2. Council news releases/statements shall be prepared by the City Clerk. If the Council deems it necessary it may, by a majority vote, designate a specific official to prepare a news release/statement on a specific subject.
3. Prior to the issuance of any and all news releases/statements the City Clerk shall:
  - a) furnish a draft of said news release/statement to each councillor;
  - b) confirm with each councillor that he/she is in receipt of said release/statement.
  - c) poll each councillor so as to ascertain his/her agreement or disagreement with said release/statement. In all cases, prior to polling the Council, the City Clerk shall allow each councillor a minimum of 24 hours review and offer amendments to said release/statement from the time the Clerk confirms that a councillor is in receipt of said document.

4. The City Clerk shall issue said news release/statement if, after polling the Council, it has been determined that a majority of the members are in agreement with said news release/statement. The Clerk shall offer to those councillors who are not in agreement with said release/statement the opportunity to have their disagreement noted as a part of said release/statement.