RULE 1. REGULAR MEETINGS

The Town Council shall hold regular meetings in the Town Hall, or other designated locations deemed appropriate by the Town Council, at 7pm on the first Monday of each month, unless another date is designated in advance by the Town Council.

RULE 2. WORKSHOPS

A. A workshop is a meeting of the Town Council that usually will include other officials, bodies, agencies, or groups. The primary purpose of a workshop is to obtain information and exchange ideas rather than to take formal action. Consequently, workshops are open to the public, but any public participation is at the discretion of the Town Council.

B. The Town Council shall hold a workshop and informational meetings from time to time upon agreement of a majority of its members or at the direction of the Town Council President. Unless stated in the notice and agenda for such workshop, no official vote on any business may be taken at a workshop. If such a vote is taken, the same motion shall be placed on the agenda of the next regular meeting for ratification.

RULE 3. SPECIAL MEETINGS

Special meetings of the Town Council shall be called by the Town Clerk, or a duly authorized assistant, at the request of the Town Council President or at the request of three members of the Town Council. Notice of a special meeting shall comply with the notice requirements found in §42-46-6(c) and be personally delivered (which may include by email) to each member as far in advance of the meeting as practicable. At all special meetings, the first order of business shall be the special business for which the meeting was convened. Such business shall be exclusively considered until it is finally acted upon or until consideration is concluded.

RULE 4. EMERGENCY MEETINGS

Emergency meetings of the Town Council shall be called by the Town Clerk, or a duly authorized assistant, at the request of the Town Council President or at the request of three members of the Town Council. Notice of an emergency meeting shall be personally served on each member as far in advance of the meeting as practicable. At all emergency meetings, the first order of business shall be the emergency business for which the meeting was convened. Such business shall be exclusively considered until it is finally acted upon or until consideration is concluded and no other business shall be considered or acted upon. Emergency meetings must comply with the emergency meeting notice requirements found in §42-46-6(c) and the minutes requirements found in §42-46-7(a).
RULE 5  OPEN MEETINGS

All meetings of the Town Council, including regular meetings, workshops, informational meetings, special meetings, and emergency meetings shall comply with the provisions of §42-46 (the Open Meetings Act) of the Rhode Island General Laws ("RIGL") governing notice, open meetings, closed sessions, and preparation and availability of minutes; provided, however, that if it is not possible to post notice of an emergency meeting 48 hours in advance, notice of such a meeting shall be posted at least 48 hours following the meeting. Minutes shall be kept of all meetings of the Town Council. If the Town Clerk and Deputy Clerk are absent for a meeting, the President shall appoint an acting town clerk to record minutes.

RULE 6  PRESIDING OFFICER

The President, or in the President’s absence, the Vice President shall preside at all meetings. In the event of the absence of both the President and Vice President, or in the event that both the President and Vice President are unable to discharge the duties of the President, the senior member in time of service shall preside. The Town Council President may make motions, second motions, debate, and vote on any and all matters before the Council. Nothing in these Rules shall be construed to prevent the President from exercising these powers due to his/her role as Presiding Officer of the body.

RULE 7  CONDUCT OF MEETINGS

The President shall take the chair at the hour designated for the meeting of the Town Council, and shall promptly call the members to order. Three members of the Town Council shall constitute a quorum. The start of a meeting may be delayed for a reasonable amount of time pending arrival of a third Council member needed to constitute a quorum. The President shall preserve decorum and order, and shall rule on all points of order, subject to an appeal to the Town Council. No other business shall be in order until such an appeal shall have been decided by a majority of the members present. The President may speak on points of order in preference to other members.

RULE 8  SPEAKING BY COUNCIL MEMBERS

Every member shall have a right to speak on every issue. The President shall recognize each member wanting to speak. After being recognized, a member shall not be interrupted except by a call to order or to yield to another member. Each member shall confine his/her remarks to the question under debate. Meetings shall be conducted in an orderly manner.
RULE 9  SPEAKING BY THE PUBLIC

A. REGULAR AND SPECIAL MEETINGS –

1. PUBLIC COMMENT PORTION - Members of the public shall be entitled to speak for a period of up to three minutes regarding a topic this is NOT already on the agenda. Anyone wishing to speak shall raise his or her hand, and when recognized by the President, shall approach the microphone. All members of the public addressing the Town Council shall identify themselves, at the microphone, by stating their name and address for the record. Pursuant to RIGL §42-46-6(b), public comment regarding subject matters not on the agenda but received during the public participation portion of a meeting shall be for informational purposed only and may not be voted on except where necessary to address an unexpected occurrence that requires immediate action to protect the public or to refer the matter to an appropriate committee or to another body or official.

2. SPECIFIC AGENDA ITEMS - Members of the public shall be entitled to speak once, for a period of up to three minutes, and at other times when invited to do so by the President. The public may speak only after members of the Council have had an ability to be heard. The public shall address their comments to the question under debate as indicated on the agenda. Comments that are not germane to the question under debate shall be ruled out of order by the President. All members of the public addressing the Town Council shall identify themselves, at the microphone, by stating their name and address for the record.

B. WORKSHOPS – Public comment is ordinarily not taken at Workshops. Members of the public may be entitled to speak at workshops only when invited to do so by the President, and only after members of the Council have had an opportunity to be heard. Comments that are not germane to the question under debate shall be ruled out of order by the President. All members of the public addressing the Town Council shall identify themselves by stating their name and address for the record.

C. PUBLIC HEARINGS – At public hearings, members of the Council may speak at any time and not be limited either by frequency or by time limitations; provided, however, that the President shall keep comments within a reasonable time frame in order to allow all members to be heard. Members of the public shall be entitled to speak to the subject of the public hearing. There shall not be limits on the frequency or by time limitations on comment from the public; provided, however, that the President shall direct the public to keep comments within a reasonable time frame in order to allow all those wishing to speak to be heard. Members of the public may not speak for a second time until all those who wish to be heard have had an opportunity to do so. All members of the public addressing the Town Council shall identify themselves, at the microphone, by stating their name and address for the record.
D. **ORDER AND DECORUM** - The President shall enforce order and decorum among members of the public in attendance during meetings. If members of the public disrupt a public meeting, the President may request that the Town Sergeant or appropriate personnel remove said person. All remarks shall be addressed only to the members of the Council and not to any applicant, other audience members, or Town staff. All questions shall be addressed only to the President, who may request an answer from the appropriate person.

**RULE 10  ADJOURNMENT**

No item of business other than that of adjournment may be brought before the Town Council at any meeting unless such an item is introduced before 11:00 p.m.; provided, however, that this rule may be suspended by an affirmative vote of a majority of members present. A motion to adjourn shall not require a second and is not debatable.

**RULE 11  AGENDA**

Any member of the Town Council may request a New Business item to be placed on the Agenda. The Town Manager and Town Solicitor will work in conjunction with the Town Clerk in preparation of the Agenda under the direction of the Town Council President. The Agenda shall contain a footnote indicating the parameters of the type of meeting, whether Regular, Workshop, Special, or Emergency. Items may be added to the Agenda during the meeting, but only pursuant to RIGL §42-46-6(b). – “Nothing contained herein shall prevent a public body, other than a school committee, from adding additional items to the agenda by a majority vote of the members. Such additional items shall be for informational purposes only and may not be voted on except where necessary to address an unexpected occurrence that requires immediate action to protect the public or to refer the matter to an appropriate committee or to another body or official.” Items on the Agenda may be taken out of order, upon motion and approval of a majority of the Town Council.

**RULE 12  CONSENT AGENDA**

All items listed under the Consent Agenda are to be considered routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Town Council, or a member of the public so requests, in which the event the item will be removed from the Consent Agenda consideration and considered in its normal sequence on the agenda.

**RULE 13  MOTION TO RECEIVE AND FILE**

Members of the Council may make a Motion to Receive and File any correspondence or item on an Agenda. A Motion to receive and File shall only apply when an Agenda item is under consideration by the Town Council. A Motion to Receive and File may be made by any member of the Council at any time when it is under consideration. If a Motion to Receive and File is approved by the body, the item will be removed from further Agendas and will cease to be considered by the Council during that meeting. A Motion to Receive and File will take
precedence over all other motions, except a Motion to Adjourn, and must be decided before business can continue. Once a Motion to Receive and File is approved, there shall be no further public comment on the matter. An affirmative Motion to Receive and File shall not affect the ability of a member of the Council from resubmitting the Agenda item for future consideration on a new Agenda through the traditional procedures and channels.

RULE 14          RECUSAL

Pursuant to RIGL §36-14-6, when a member of the Town Council must refrain from participating in discussion and/or voting on a particular matter because of a conflict of interest, as defined by the Rhode Island Ethics Commission pursuant to Title 36, Chapter 14 of the General Laws of Rhode Island, that member shall complete a Statement of Conflict of Interest (also known as a “Recusal Form”) which will be filed as part of the record of the meeting. Said form shall be kept on file in the Office of the Town Clerk, and a copy shall be forwarded to the Rhode Island Ethics Commission. The recused member shall immediately leave the table and sit at the back of the Council Chamber or leave the room entirely.

RULE 15          CLERK OF THE COUNCIL

Pursuant to RIGL §45-5-5, Clerk of Council, the Town Clerk shall be the Clerk of the Town Council; but whenever the Town Clerk or Deputy Clerk shall not appear at the time and place appointed for the meeting of the Town Council, the Town Council may appoint an acting clerk, who, after being duly appointed, shall do and perform all duties enjoined by law on the town Clerk as Clerk of the Town Council.

RULE 16          DEPUTY CLERK

Pursuant to RIGL §45-7-2, Deputy Clerk, the Deputy Clerk shall have all powers and perform all the duties which are incumbent on the Town Clerk.

RULE 17          MATTERS NOT ADDRESSED

Any question of procedure not addressed by these Rules shall be governed by “Robert’s Rules of Order, Newly Revised” 10th Edition published by Da Capo Press - Cambridge, Massachusetts so long as it is not in conflict with the Barrington Town Charter, town ordinances, state statute, federal law, or case law in this jurisdiction.

RULE 18          SUSPENSION OF THE RULES

The Rules contained herein may be suspended by a four-fifths (4/5) vote of members of the Council.
RULE 19 AMENDMENT OF THE RULES

The Rules contained herein may be amended by a majority vote of the Town Council from time to time. Amendment of these Rules must be properly noticed and posted on a Council Agenda before a vote may be taken.

RULE 20 FINANCIAL TOWN MEETING

The Rules contained herein do not apply to any Financial Town Meeting.

RULE 21 AD HOC COMMITTEES

The Town Council may establish ad hoc committees from time to time that are not directly authorized by the Town Charter. In order to establish an ad hoc committee, a resolution that describes the purpose of the committee, the makeup of the committee, how members are appointed, the powers of the committee, the terms of members of the committee, and the duration of the committee must be submitted to the Town Clerk and properly noticed and posted on a Council Agenda before a vote may be taken. No appointments may be made to a committee before these steps are followed. Pursuant to the Town Charter §11-1-2 – Other Boards and Commissions, “Each such board, commission and agency shall have such powers as authorized by the laws of Rhode Island, this charter or the ordinance or resolution by which any such board, commission or agency is established, and may be abolished in the same manner it was established when in the opinion of the Town Council it is no longer required.” The Town Council may require reports on the activities of committees from time to time.

RULE 22 COUNCIL LIAISONS

All Boards, Commissions and Ad Hoc Committees shall have at minimum one, and at maximum two, members of the Town Council assigned as Liaison. Liaisons shall be assigned by majority vote of the Council from a slate of assignments proposed by the Town Council President. The liaisons serve as a conduit for information between the Board/Commission and the Town Council. Liaison attendance at Board/Commission meetings is encouraged but not required. The presence of a quorum is unaffected by a liaison’s presence or absence. Liaisons are not eligible to vote on Board of Commission matters, but may speak when recognized by the Board/Commission Chair. Council liaisons shall not participate in the official business of the Board/Commission, including, but not limited to, scheduling of meetings or taking of minutes.