

RULES AND PROCEDURES BERLIN BOARD OF FINANCE

1. GENERAL:

A. The proceedings of the Board of Finance shall be conducted in accordance with these rules and procedures. Roberts Rules of Order shall govern where not in conflict with these rules and procedures or the Town Charter.

B. The following sections of the Town Charter are hereby incorporated into these rules:

Chapter 4: Elective Officers & Boards

Chapter 6: Appointive Officers and Departments

Chapter 7: Budgetary Process

Section 9 - 4: Code of Ethics – Standard of Conduct

C. The Board shall elect a Chairman and Vice Chairman at the Board's first meeting following each election where Board membership is voted on by the electorate.

D. If both the Chairman and Vice Chairman are unable to attend a meeting, the remaining four members shall select a Chair for the specific meeting only. The Chair of this specific meeting shall be selected by an affirmative vote of at least three of the members in attendance.

E. A quorum shall consist of at least four (4) members of the Board. No meeting of the Board will begin or continue unless a quorum exists.

F. Any vacancy on the Board will be filled in accordance with the provisions of Section 4-4-3 of the Town Charter.

2. REGULAR MEETINGS:

The regular Board of Finance meetings shall be held on the 2nd Tuesday of the month, unless due to a holiday or conflict, the Board of Finance may reschedule its meeting. The Board will present a full calendar for the following year at the last Board meeting of December, which must be voted upon by the Board members present at that meeting. No meeting may be held sooner than thirty (30) days after this calendar is filed.

A. Each regular meeting shall start at 7:00 p.m. in the John "Doc" McIntosh Room in the Town Hall, unless notice of the meeting specifies otherwise.

B. The Board agenda for each Regular Meeting with supporting material shall be delivered to Board members the preceding Friday of each meeting. The deadline for regular items to be included on the agenda shall be 4:00 p.m. on Wednesday of the week prior to the meeting.

- C. The final agenda for the regular meetings shall be prepared and distributed electronically by the Finance Director (or his/her designee) to Board members, made available to the public and posted in the Town Hall with copies available in the Town Clerk's Office, no later than the close of business on the Friday before each regular meeting.
- D. The Chairman, in consultation with the Finance Director (or his/her designee), sets the agenda for each Board of Finance Meeting.
- E. The Order of the Agenda for each Regular Meeting shall be as follows:

- Pledge of Allegiance
- Roll Call
- Public Comments
- Approval of Prior Minutes
- Old Business
- New Business
- Executive Session
- Adjournment

3. SPECIAL MEETING:

Subject to a minimum of twenty-four (24) hours' notice, a special meeting of the Board may be called by the Chairman or, in his/her absence, the Vice Chairman or by written request of four (4) Board members. Such written notice should be transmitted to the Board members' electronically prior to said meeting. Upon written request of four (4) Board members, the Chairman (or in the case of the Chairman's absence or disability, the Vice Chairman) shall call a special meeting of the Board to be convened within three (3) business days after receipt of such request.

4. EMERGENCY MEETING:

The Board may call an emergency meeting for good cause. However, the Board must file with the Town Clerk its minutes, within 72 hours of the meeting with a reason for the emergency meeting.

5. PUBLIC PARTICIPATION AT REGULAR AND SPECIAL BOARD MEETINGS:

Meetings of the Board of Finance shall be open to the public except for Executive Sessions that have been properly convened in accordance with Rule 6 of these Rules and Procedures.

Audience of Citizens at the Board's regular meeting shall be limited to 30 minutes unless the Chairman decides otherwise. Public participation may pertain to any subject of interest, welfare or concern to the Town over which the Board of Finance has jurisdiction. Each speaker shall limit his or her remarks to three (3) minutes and shall be heard only once during each Public Communication period. If a speaker exceeds the time limitation, the Chair shall so notify the speaker and allow the speaker 30 seconds for summation. The Chair, at his/her discretion, may grant the speaker additional time.

During Public Participation and within the time period allowed, if a citizen desires to publicly ask a Board member, the Town Manager or the Town Manager's designee a question relative to the actions of the Board member, the Town Manager or the Town Manager's designee, the Chair will acknowledge the question. At the end of the Public Participation, such official may elect to answer the question immediately or to have the question reduced to writing and to answer the question either in writing or orally in a public forum. Upon advice of the Corporation Counsel, such official may decline to answer.

6. EXECUTIVE SESSIONS:

An Executive Session is a meeting of the Board at which the public is excluded for one or more of the following purposes: (1) strategy and negotiations with respect to pending claims and litigation; (2) discussion of the selection of a site or the lease, sale, or purchase of real estate by the Board when publicity regarding such selection would cause a likelihood of increased price until such time as all the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned; (3) discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting; (4) discussion of any matter which would result in the disclosure of public records or the information contained therein described in sub-section (a) of Section 1-18a of the Connecticut General Statutes; and (5) matters concerning security strategy or the deployment of security personnel, or devices affecting public security.

The Board may hold an Executive Session if 2/3 of the members present vote in the affirmative.

At an Executive Session, attendance shall be limited to members of the Board and persons invited by the Board to present testimony or opinion limited to the period for which their presence is necessary to present such testimony or opinion.

The minutes of the Board Meeting shall indicate all persons who are invited to attend the Executive Session and indicate the subject matter(s). The item of Executive Session, if required, shall be stated as to purpose and normally appear immediately prior to adjournment at all meetings unless it is deemed necessary or prudent to conduct an Executive Session at another point during the meeting.

7. MINUTES:

Board minutes may be mechanically recorded in full, and if recorded, the records of said meetings shall be retained for such period as is required by law in the Town Clerk's Office. The Board shall keep for public inspection a journal, which shall be the official record of the minutes of each Board meeting and public hearing. The minutes shall be authenticated for each meeting by the signature of the Chairman upon acceptance by the Board. If substantial debate occurs on a topic, the Clerk shall incorporate a summary of both sides of the issue for the minutes.

Written comments: If specifically requested by a Board member or citizen, that person's comments shall be attached to the copy of the official minutes but shall not be incorporated into the official minutes.

8. ATTENDANCE AT MEETINGS:

The Town Manager and Finance Director shall attend all meetings of the Board unless a request from that person to be excused is approved by the Chair. The Town Manager and Finance Director shall attend Board meetings with full right of participation in its discussion but without a right to vote. Department Heads with items on the agenda shall attend all regular meetings of the Board unless excused by the Town Manager. Department Heads and Board/Commission Chairs or their designee will be allowed to speak during each agenda item relevant to them.

9. USE OF CORPORATION COUNSEL:

Under the terms of the Charter, the Corporation Counsel is the legal advisor to all Town agencies. To obtain his advice, the Board of Finance Chairperson, with the knowledge of the Board should call the Town Manager (or his/her designee). Requests for formal legal opinions should be made in writing by the Chairperson, with the knowledge of the Board, the Town Manager and the Finance Director. Formal written requests to the Corporation Counsel must include a copy to the Town Manager and the Finance Director. The formal written legal opinion must be sent to the Chairperson, the Town Manager and to the Town Clerk.

10. DECORUM AND ORDER:

The Chair shall preserve decorum and shall decide all questions of order, subject to appeal to the entire Board.

- a) During Board meetings, Board members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the orders of the Chair or the rules of the Board. Every Board member desiring to speak shall address the Chair, and upon recognition by the Chair, shall be confined to the question under debate and shall avoid all personalities and improper language.

A Board member, once recognized, shall not be interrupted while speaking unless called to order by the Chair or unless a point of order is raised by another member or unless the speaker yields to questions from another member.

- b) All members of the Board shall accord the utmost courtesy to each member, to the Town employees, and to the public and refrain from rude or derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.
- c) Members of the administrative staff and employees of Town as well as the public shall observe the same rules of procedure and decorum applicable to members of the

Board of Finance. The Town Manager shall be responsible for the orderly conduct and decorum of all Town employees under his/her direction and control.

11. AMENDMENTS:

Any amendment to these rules shall be submitted in writing and placed on the agenda at a meeting of the Board and may be adopted by the affirmative vote of not less than four members at a subsequent meeting of the Board. No amendment may be made to these rules which will conflict with the provisions of the Town Charter or the Connecticut General Statutes.

(Adopted December 12, 2017)