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Minutes ~~AGENDA~~
POLICY AND PROCEDURE SUBCOMMITTEE MINUTES

Thursday, July 20, 2023 – 10:00 AM

Scitico Room
Town Hall

1. Roll Call – 10:00am - Chair Gina Cekala, Councilors Marie Pyszner and John Santanella; Ellen Zoppo-Sassu, Sheila Bailey and Mark Cerrato.
2. Minutes from the 6/23/2023 meeting
3. *Attendance Policy Ordinance* – Further revisions suggested include adding a letter and phone call warning after 2 absences. A new draft will be issued via email for committee members to review prior to it being sent to the Town Council.
4. *Public Communications at Council meetings* – There are 2 new paragraphs for the Policy & Procedures Committee. The motion was moved by Councilor Pyszner and seconded by Councilor Santanella. It was approved 3-0 on a voice vote.

#12(d) page 5

Adding: Public communication shall only take place in person. No other public communications (ex. Emails/letters/texts, etc) shall be read into the record or become part of the record. Additionally, no member of the public may yield their time to another speaker.

On Page, 2 Agenda section will now read Agenda and Minutes and add the following:

Amend Table of Contents – Item No. 3 Agenda and Minutes

Amend Page 2 – Agenda and Minutes

Minutes will be prepared in accordance with Roberts Rules of Order. Minutes shall consist of:

- Board name, date, location, time, and type of meeting
- Name of Presiding Officer and list of attendees
- All main motions including votes and the type of votes cast
- Any Points of Order
- Time of adjournment
- Name and signature of the clerk of the meeting

Ellen will make the changes and circulate a draft with the tracked changes so the committee can review. Once approved, a new copy of the manual will be issued with an updated date.

Councilor Santanella made a motion to send the Attendance Policy to the Town Council to set a public hearing for the August 21, 2023 meeting.

5. Any Other Business to Come Before the Committee

-Next Meeting Date: TBD

6. Adjournment