

Rules of the Board of Alders.

(Approved by the Board of Alders July 2, 2001)

Previously Amended March 2015

Last amended January 5, 2026

Standing Rules of Procedure of the Board of Alder

SECTION 1. CALL TO ORDER AND QUORUM

The President shall take the chair at the hour appointed for the meeting and call the members to order. ~~if a quorum* be present.~~ The roll shall be called to determine the presence of a quorum*. No business shall be conducted unless a quorum is present. ~~The President shall then call for the approval of the Journal of the preceding meeting, the invocation of Divine Guidance, and proceed to business.~~ Upon establishment of a quorum, the President shall call for the invocation of Divine guidance. Following approval

of the journal of the preceding meeting, the President shall proceed with the business of the Board.

SECTION 2. AUTHORITY OF THE PRESIDENT

The President shall preserve order and decorum, ~~may speak to points of order in preference to other members, and shall decide all such questions,~~ shall decide all points of order, and shall rule thereon in preference to other members, subject to ~~an~~ appeal to the Board by a motion duly motion regularly seconded; and no other business shall be in order until ~~the question on the appeal shall have been decided~~ such appeal shall have been decided. The President shall ~~also~~ appoint all committees unless the Board shall otherwise direct.

SECTION 3. MOTIONS IN ORDER AND VOTING

When a question is under debate, the President shall receive no motion, ~~but~~ except to adjourn, to lay on the table, for the previous question, to postpone to a

certain day, to commit, to amend, or to postpone indefinitely. ~~which several motions shall have precedence in the order in which they are stated herein.~~ Such motions shall have precedence in the order herein stated. The President shall declare ~~all~~ the result of all votes; ~~but if a vote were doubted the President shall order a return of the number voting in the affirmative and in the negative~~ and if the result be doubted, the President shall order a count and return of the number voting in the affirmative and in the negative, without further debate.

SECTION 4. TEMPORARY RELINQUISHMENT OF THE CHAIR

The President may call any member to the chair for a period ~~of time~~ not extending beyond ~~an~~ adjournment; ~~and when out of the chair the President may participate in any debate,~~ and while out of the chair,

the President may participate in debate, but shall not resume the chair while the same question is pending; and ~~on~~ upon going into a Committee of the Whole, ~~he~~ the President shall appoint a ~~Chairman~~ Chair.

SECTION 5. ORDER OF QUESTIONS

Questions shall be propounded in the order in which they are moved, unless the subsequent motion be previous in its nature; except that in naming sums and fixing times, the largest sum and the longest time shall be put first.

SECTION 6. STATING AND DISPOSITION OF MOTIONS

After a motion ~~is~~ has been made, ~~by~~ and the same has been stated by the President, it shall be disposed of by ~~the~~ a vote of the Board, unless withdrawn by the mover, with the consent of the Board, before ~~an~~ amendment or decision.

SECTION 7. MOTIONS TO ADJOURN AND TO LAY ON THE TABLE

A motion to adjourn shall always be in order; provided that the presiding officer ~~states,~~ has stated, “~~unless~~ Unless there is any further business that may properly come before the Board, I shall entertain a motion to adjourn.” ~~and the motion to lay on the table, shall be decided without debate.~~ Motions to adjourn and to lay on the table shall be decided without debate.

* “A majority of all the members of said Board shall constitute a quorum for the transaction of business.” (Charter, Sec. 39).

SECTION 8. PREVIOUS QUESTION

The previous question shall be in this form: “I move the previous question.” ~~To succeed it must be seconded~~ To succeed, it must be seconded and

receive an affirmative vote of two-thirds of the members present, and, until it is decided, shall preclude all ~~amendments~~ amendment and debate of the main question. After the adoption of the previous question, the sense of the Board shall ~~forthwhile~~ forthwith be taken upon all pending amendments, and then upon the main question. Should the motion for the previous question be decided in the negative, the status of the main question shall be the same as before the previous question ~~had been called for~~ was called for.

SECTION 9. WRITTEN MOTIONS

Every motion~~~~~ except those relating to procedure~~~~~, except those relating to procedure, shall be reduced to writing and submitted to each ~~Board member~~ member of the Board before presentation.

SECTION 10. RECONSIDERATION OF VOTES

A motion to reconsider a vote shall be in order only at the same meeting, or at the next regularly scheduled meeting succeeding that at which the vote was passed; and such motion shall not be entertained unless made and seconded by a member voting with the majority, or, in the case of an ordinance, with the prevailing side.

When a motion to reconsider a vote is made at the same meeting at which the vote was passed, its consideration shall be postponed until the next regularly scheduled meeting, provided one-fourth of the members voting shall so require; and provided further, that no action of the Board upon a motion to reconsider a vote upon an incidental or subsidiary question shall remove the main subject under consideration from before the Board.

When a motion for reconsideration is decided, that decision shall not be reconsidered. Motions to postpone until the next regularly scheduled meeting, and consideration of a motion to reconsider a vote, shall not be debated.

SECTION 11. GERMANENESS OF AMENDMENTS

Every amendment shall be germane to the main motion.

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SECTION 12. DIVISION OF QUESTIONS

All questions shall be divided, when the sense will admit of it, by the President ~~at his discretion, or if~~

~~called for by any member of the Board~~ either at the President's discretion or when called for by any member of the Board.

SECTION 13. ORDER OF BUSINESS

At each regular meeting of the Board, the order of business shall be as follows:

1. Roll Call of Members
2. Divine Guidance – Moment of Meditation-
3. Approval of the Journal of the preceding Board meeting-
4. Nominations and Elections-
5. Unanimous Consent Items
6. Communications and Petitions
7. First Readings
8. Second Readings, with Committee Reports

9. Such other business as may be necessary-
10. Suspension of Section 24-1-(a), if necessary

SECTION 14. PARLIAMENTARY AUTHORITY

All points of order or, ~~or~~ procedure not ~~to~~ otherwise provided for shall be determined by ~~“Roberts’s~~ Robert’s Rules of Order, Revised.

SECTION 15. PROCEDURE EXPRESSIONS FOR ORDERS, RESOLUTIONS AND ORDINANCES

In all votes expressing anything by way of command, the form shall be “ordered” (~~except in the case of ordinances~~); except in the case of ordinances, which shall be enacted in the form “Be it ordained,” or in such other form and manner as may be prescribed by law. In expressing opinions, ~~principle,~~ principles, facts, or purposes, the ~~forms shall be~~ form shall be “resolved”.

SECTION 16. COMMITTEE HEARINGS ON NOMINATIONS

Whenever the Mayor shall, as required by law, submit any nomination for approval ~~of~~ by the Board of Alders, the appropriate committee of the Board shall hold a hearing on such nomination for the purpose of ascertaining the qualifications of the nominee. No such nomination shall be acted upon until the nominee ~~shall have~~ has appeared at a hearing of such committee.

SECTION 17. RECOGNITION AND CONDUCT OF DEBATE

When a member is about to speak in debate, the member shall seek recognition and respectfully address the ~~presiding officer~~ President; and, upon being recognized, the member shall stand and shall

confine comment to the question under debate, ~~and avoid personalities, or imputing to any member improper motives~~ and shall avoid personalities or imputing improper motives to any member. When two ~~of~~ or more members seek recognition at the same time, the President shall name the member who is to speak first.

SECTION 18. MENTION OF MEMBERS IN DEBATE

No member shall be mentioned in debate by name, but may be referred to by such designation as will be intelligible and respectful.

SECTION 19. POINTS OF ORDER

No member speaking shall be interrupted by another, ~~but~~ except by a point of order. If any member, in speaking or otherwise, ~~transgress~~ transgresses the rules of the Board, the ~~chair~~ President shall, or any member may, call ~~to order~~ such member to order, in

which case the member so called to order shall sit down, unless permitted to explain. Where there is an appeal to the Board and a decision in favor of the member called to order, that member shall be at liberty to proceed; if otherwise, that member shall not be permitted to proceed without leave of the President.

SECTION 20. LIMITS ON DEBATE AND PRIORITY OF BUSINESS

~~No person shall speak more than once on a question to the prevention of any other whom has not spoken, not more than twice without the consent of the President;~~ No member shall speak more than once on a question until other members seeking recognition shall have been heard, nor more than twice without the consent of the President; and all questions relating to priority of business shall be taken without debate.

SECTION 21. ROLL CALL VOTING

On all questions and motions whatsoever, the President shall take the sense of the Board by roll call ~~provided one fifth of the members present should so~~ require upon the request of any member, or when one-fifth of the members present so require. A request for a roll call vote shall be in order only after debate has concluded and before the vote is taken. Upon a proper request for a roll call vote, the President shall acknowledge the request and direct the Clerk to call the roll.

SECTION 22. DUTY TO VOTE

Every member, ~~who shall be~~ who is present when a question is put, ~~vote,~~ shall vote, unless ~~the President of the Board, for special reason excuses such member,~~

excused by the President for special reason, or unless the member's private interest is involved therein.

SECTION 23. RECORDING OF UNANIMOUS CONSENT

Upon the passage of any order or resolution, or ~~granting the granting of any petition whereby~~ for which the Charter of said City, ~~the unanimous consent of the Board is necessary,~~ requires the unanimous consent of the Board, an entry of the fact that the unanimous consent was obtained shall be made upon such order, resolution, or petition.

SECTION 24. SUBMISSION AND DISPOSITION OF MATTERS

The following procedures shall ~~be followed from the submission until the final disposition of all matters which come before~~ govern the submission through the

final disposition of all matters that come before the New Haven Board of Alders; provided, however, that nothing herein shall be construed to conflict with the provisions of the Charter of the City of New Haven.

~~1) All items to be submitted to the Board of Alders must:~~

(1) All items to be submitted to the Board of Alders shall:

~~(a) Be submitted in complete documentary form to Office of the City Clerk no later than 12 noon of the fourth business day before the next regular meeting or in the case of special Board meetings, in accordance with Freedom of Information (FOI) requirements, except as allowed in Subsection (d) below; and~~

(a) Be submitted in complete documentary form to the Office of the City Clerk no later than 12:00 noon of

the fourth business day preceding the next regular meeting; or, in the case of special meetings of the Board, in accordance with the requirements of the Freedom of Information Act, except as provided in subsection (d) of this section.

~~(b) Be accompanied by a standard form which indicates that the sponsoring City agency has informed the member representing said ward(s) of the item prior to its formal consideration by any City agency if the item relates to real estate development, tax abatements, appointments to city boards and commissions, public property, city services, city infrastructure or tax-exempt property; and~~

(b) Be submitted to the Office of the City Clerk accompanied by a standard form indicating that the sponsoring City agency has informed the member representing the affected ward or wards of the item

prior to its formal consideration by any City agency, where the item relates to real estate development, tax abatements, appointments to City boards or commissions, public property, City services, City infrastructure, or tax-exempt property; and

~~(c) Be listed by title in the section titled “Communications,” of the printed agenda of said meeting; be distributed to each member with the agenda on which it is a Communication item; and be read out or noted in summary form publicly at said regular or special meeting.~~

(c) Be listed by title in the section titled “Communications” of the printed agenda of said meeting; be distributed to each member with the agenda on which it is listed as a Communications item; and be read aloud or noted in summary form publicly at said regular or special meeting.

~~(d) When suspension of Rule 24-1-a is sought, a written statement on a form provided by the Office of Legislative Services justifying the need shall accompany said item(s). All items submitted for Unanimous Consent (U.C) for immediate consideration for the suspension agenda shall be reviewed by the Board of Alders leadership, and on the unanimous decision of the President (or President Pro Tempore), Majority Leader (or Deputy Majority Leader), and Minority Leader (or Deputy Minority Leader), that an item is not of true emergency nature, it may be withheld from the U.C section of the Suspension Agenda. Any such U.C items not determined to be of bona fide emergency nature will be listed in the "Communications" section of the suspension agenda unless the President places the item or items on the agenda as a first reading, pursuant to authority~~

~~granted under Section 24(2). Items to be submitted by suspension of Rule 24-1-a shall be entered on a "Suspension Agenda," and both the Suspension and Regular Agendas shall be made available at said meeting. (NOTE: The waiver may be in the form "I move the Suspension of Rule 24-1-a")"~~

(d) When suspension of Rule 24-1(a) is sought, a written statement, on a form provided by the Office of Legislative Services, justifying the need for such suspension shall accompany the item or items. All items submitted for Unanimous Consent for immediate consideration on a Suspension Agenda shall be reviewed by the leadership of the Board of Alders; and upon the determination of a majority of the President (or President Pro Tempore), the Majority Leader (or Deputy Majority Leader), and the Minority Leader (or Deputy Minority Leader) that an

item is not of a bona fide emergency nature requiring immediate consideration, such item may be withheld from the Unanimous Consent section of the Suspension Agenda.

(e) Any item submitted for Unanimous Consent and not determined to be of a bona fide emergency nature requiring immediate consideration shall be listed in the “Communications” section of the Suspension Agenda, unless the President places such item on the agenda as a First Reading pursuant to authority granted under Section 24(2).

(f) Items submitted by suspension of Rule 24-1(a) shall be entered on a Suspension Agenda, and both the Suspension Agenda and the Regular Agenda shall be made available at the meeting.

(g) A motion to waive Rule 24-1(a) may be made in the form: "I move the suspension of Rule 24-1(a)."

~~2) Upon submission of an item, the President of the Board of Alders may refer said item to the appropriate Aldermanic Committee for public hearing and committee deliberation. Upon completion of its deliberations, the committee shall report the matter back to the full Board with any committee recommendations. The President of the Board may waive the committee referral and deem the submission of an item as its first reading.~~

(2) Upon submission of an item, the President of the Board of Alders may refer such item to the appropriate Aldermanic Committee for public hearing and committee deliberation. Upon completion of its deliberations, the committee shall report the matter

back to the full Board, together with any recommendations. The President may waive committee referral and deem the submission of an item to be its First Reading.

~~3) The full Board shall not debate and vote on any item until the item has received a first and second reading subsequent to the committee hearing, except in the case of an item given first reading status by the President without committee referral, unless, in accordance with Section 41 of the New Haven Charter, the Mayor certifies the matter as an emergency.~~

(3) All items coming before the Board of Alders shall be subject to the following requirements prior to final legislative action:

(a) The full Board shall not take final action on any item until such item has received both a First Reading and a Second Reading subsequent to a committee hearing; except that an item given First Reading status by the President without committee referral may proceed in accordance with these rules, or unless, in accordance with Section 41 of the Charter of the City of New Haven, the Mayor certifies the matter as an emergency.

(b) When an item is before a committee and a quorum of the committee is not present, the Chair of the committee may request of the President that the item be discharged from committee for consideration by the full Board. Upon such request, the question of discharge shall be submitted to the Board for decision.

(c) The vote to discharge an item from committee shall be separate and distinct from any vote on the merits of the item.

(d) No ordinance shall be finally acted upon unless and until it has received both a First Reading and a Second Reading as required by these rules.

~~4) An Agenda with Unanimous Consent items, communications, first readings and second reading notices, must be mailed out by electronic mail to each individual alder postmarked no later than 5 p.m on the second business day prior to the regular meeting or in the case of special meetings in accordance with State FOI requirements.~~

(4) An agenda containing items eligible for consideration by Unanimous Consent,

Communications, First Readings, and Second Reading notices shall be transmitted by electronic mail to each member of the Board of Alders no later than 6:00 p.m. on the second business day preceding a regular meeting, or, in the case of a special meeting, in accordance with the requirements of the Freedom of Information Act.

~~5) No matter may be voted upon unless it is printed in the Aldermanic journal available to the alders prior to the commencement of said meeting.~~

(5) No matter shall be voted upon unless it is printed in the Aldermanic Journal and distributed to the members of the Board of Alders prior to the commencement of the meeting.

~~6) A request for immediate consideration of an item shall be construed to be a request for a waiver of~~

~~Subsections One through Five of this Section and shall be granted only by unanimous consent of the members of the Board of Alders present at the meeting, provided that such request shall be accompanied by the presentation to each individual alder of the matter to be considered along with a statement justifying for circumventing the normal legislative process. Such items may be added to the Suspension Agenda at the discretion of the President. In accordance with Freedom of Information requirements on such Special Meetings, no Unanimous Consent items may be considered unless they appear on the posted agenda of said special meetings.~~

(6) A request for immediate consideration of an item shall be construed to be a request for a waiver of subsections (1) through (5) of this section and shall be

granted only by unanimous consent of the members of the Board of Alders present at the meeting; provided that such request shall be accompanied by presentation to each member of the Board of Alders of the matter to be considered, together with a statement justifying the need to circumvent the normal legislative process. Such items may be added to the Suspension Agenda at the discretion of the President. In accordance with the requirements of the Freedom of Information Act, no item shall be considered at a special meeting unless it appears on the posted agenda for such meeting.

Notwithstanding Section 39 of these Rules, any waiver or suspension of the requirements of this Section shall require unanimous consent of the members present.

SECTION 25. OBJECTION TO UNANIMOUS CONSENT

The usual manner for the denial of unanimous consent for immediate consideration shall be for any member in opposition to the motion to stand.

SECTION 26. ROLL CALL ON ORDINANCES

The vote on every ordinance shall be taken by roll call.

SECTION 27. Committee Chair and Appointments

At the commencement of the municipal year, the following Standing Committees shall be appointed:

(1) Aldermanic Affairs Committee — to consider matters relating to the functioning of the Board, its structure, and its procedures; and to have jurisdiction to investigate, make findings of fact, and make recommendations with respect to alleged conflicts of interest in the government of the City of New Haven, consistent with and not in derogation of any authority

vested by law in the Board of Ethics or any other body. This committee shall also review and recommend to the Board, after proper hearing, mayoral nominations to boards and commissions as may be required.

(2) Community Development Committee — to consider matters relating to housing, building, and community development.

(3) Education Committee — to consider matters relating to educational programs, facilities, and associated services.

(4) Finance Committee — to consider the financial matters of the City, including the capital projects budget, special revenue funds, general fund appropriations, revenues, taxes, transfers, and all

other related items. This committee shall consist of not fewer than seven nor more than eleven members.

(5) Health and Human Services Committee — to consider matters relating to health, manpower, welfare, and other human service programs.

(6) Legislation Committee — to consider matters relating to the introduction, revision, or repeal of provisions of the City Charter and the Code of General Ordinances, and all matters relating to zoning and matters of general law.

(7) City Services and Environmental Policy Committee — to consider all matters relating to municipal services provided by the City that are not specifically assigned to another Standing Committee.

(8) Public Safety Committee — to consider matters relating to public safety, police and fire issues in New Haven, including drug-related violence and initiatives to address substance abuse.

(9) Tax Abatement Committee — to consider matters relating to the abatement or deferral of taxes.

(10) Youth and Youth Services Committee — to consider legislation and matters related to the provision of services related to youth.

Each Standing Committee shall consist of not fewer than five nor more than seven members, except as otherwise provided herein. The composition of Standing Committees shall reflect, insofar as possible, the composition of the Board of Alders as a whole with respect to political party affiliation.

In the event that fewer than a quorum of a committee is present, the Chair of the committee may designate only such other member or members of the Board of Alders as are necessary to constitute a quorum for that meeting. Any member so designated shall be deemed a member of the committee for that meeting and shall be entitled to participate and vote thereat.

If a regular member or members of the Standing Committee thereafter arrive in such number as to exceed the full complement of the committee roster, a waiver of the committee size limitation set forth in this section shall be deemed effective for that meeting.

Members of the Board of Alders who are not members of the committee may sit with the committee during the public portion of the meeting

and, at the discretion of the Chair, ask questions of testifiers. Once permitted to sit, such non-members shall not be removed by the Chair prior to the conclusion of the public portion of the meeting.

Regular members of the committee shall be permitted to deliberate and vote on any matter before the committee, regardless of whether such member was absent from the public hearing or prior deliberations on the matter.

SECTION 28. RESTRICTIONS ON COMMITTEE MEETINGS

No ~~Committee~~ committee shall sit during a meeting of the Board without special permission. No more than one committee or joint committee ~~may meet~~ shall meet on the same day unless ~~approval for multiple committee or joint committee meetings on that day is~~

~~granted in advance by a majority of the President, President Pro Tempore, and Majority Leader~~ , upon review by the leadership of the Board of Alders, approval is granted in advance by a majority of the President (or President Pro Tempore), the Majority Leader (or Deputy Majority Leader), and the Minority Leader (or Deputy Minority Leader).

SECTION 29. COMMITTEE OF THE WHOLE

The rules and ~~procedure~~ procedures of the Board shall be observed in the Committee of the Whole ~~as far as they may be applicable~~, insofar as they are applicable, except ~~the rule limiting the number of times speaking~~ for the rule limiting the number of times a member may speak.

SECTION 30. COMMITTEE CHAIR AND VICE CHAIR DESIGNATION

When a ~~Committee~~ committee is appointed by the President, the first person named shall be the ~~chair~~ Chair. The second person named shall be the ~~vice chair~~ Vice Chair. ~~The other members shall act as chair in the order named.~~

In the absence of the Chair and Vice Chair, the remaining members shall act as Chair in the order named.

The calendar for each Standing Committee shall be established by the Chair of the committee, in consultation with the Vice Chair, and subject to the approval of the President of the Board and the Majority Leader.

SECTION 31. COMMITTEE REPORTING REQUIREMENTS

It shall be the duty of every committee on the Board, to whom any subject be referred, to report thereon within one month, or ask further time.

SECTION 32. COMMITTEE ACTION AND REPORTS

No ~~Committee~~ committee shall act by separate consultation, and no reports except minority reports, except minority reports, shall be received unless they shall have been agreed to ~~in Committees actually assembled~~ by the committee while actually assembled.

SECTION 33. COMMITTEE REPORTS AND RECOMMITMENT

All Committees shall submit their reports in writing, accompanied by a the form of such order or resolution as they may recommend ~~for the action of~~ for action by the Board. Upon the reading of ~~report~~ a Committee

report, if no motion is made, the question shall ~~always~~ be upon the order or resolution, if any, reported by the ~~Committees~~ Committee; and when that question is disposed of, ~~upon the acceptance of the report~~ the question shall then be upon acceptance of the report. ~~Resolutions or orders~~ Any order or resolution reported by a Committee may be recommitted, together with the report, at any time~~, before executive action~~ before final legislative action by the Board of Alders.

SECTION 34. RECORDS OF COMMITTEES

The Clerk of the Board shall keep, in books provided by the City for that purpose, ~~records~~ a record of all the proceedings of all Committees.

SECTION 35. CLERK PRO TEMPORE

In the absence of the Clerk of the Board ~~or~~, or ~~the inability of the Clerk to act,~~ the presiding officer in the

event of the Clerk's inability to act, the President shall designate ~~some~~ a member of the Board to ~~act as clerk~~ serve as Clerk Pro Tempore.

SECTION 37. NOTICE OF SPECIAL COMMITTEE APPOINTMENTS

The Clerk shall, within ~~two days~~ two (2) days after the appointment of any special Committee, give written notice ~~by mail or otherwise, to each member of the Committee~~ to each member of such Committee by mail or otherwise.

SECTION 38. NOTICE OF PUBLIC HEARINGS

The ~~clerk~~ Clerk shall notify all ~~the~~ members of the Board of all public hearings held by the various ~~committees~~ Committees of the Board.

SECTION 39. SUSPENSION OR AMENDMENT OF RULES

No rule or standing order of the Board shall be suspended unless ~~two-thirds~~ two thirds of the members present consent thereto; ~~or shall any rule, or standing order be repealed or amended,~~ nor shall any rule or standing order be repealed or amended unless notice of the proposed repeal or amendment ~~was~~ was given at the preceding meeting, ~~nor unless~~ and a majority of the whole Board ~~concur therein~~ concurs therein.

SECTION 40. ANNUAL FINANCIAL DISCLOSURE BY MEMBERS

On February ~~1st~~ 1st of ~~every~~ each year, each member of the Board of Alders shall file with the City ~~clerk~~ Clerk, ~~for publication of~~ for publication in the Aldermanic Journal, and with the Board of Ethics of

the City of ~ New Haven, ~ New Haven, a disclosure of financial interests listing all direct and indirect financial interests ~~which~~ that the alder, or the alder's spouse, children, parents, brothers, or sisters, ~~have~~ have in any firm or organization (excluding publicly held corporations) transacting business with the City of New Haven during the alder's term of office.

SECTION 41. PRE-MEETING BRIEFINGS

Before every regular ~~Board of Alders~~ meeting of the Board of Alders meeting, and ~~at the discretion of the President and Majority Leader before special meeting,~~ before any special meeting at the discretion of the Majority Leader and President there shall be an informational meeting ~~starting~~ beginning no earlier than one hour ~~before the regular or special meeting,~~ which shall have the following agenda and shall be ~~chaired by the Majority Leader:~~ prior to such meeting.

The informational meeting shall be chaired by the Majority Leader and may have the following agenda:

- (1) review of the meetings outline;
- (2) explanation of the Unanimous Consent items, as needed;
- (3) testimony from non-aldermen, only ~~by request of individual aldermen and permission~~ at the request of an alder and with the permission of the Chair and the committee chair of jurisdiction; and
- (4) reports ~~from Aldermanic~~ from aldermanic representatives to ~~various~~ boards and commissions.

~~Said meetings shall comply with all Freedom of Information regulations.~~

Such informational meetings shall comply with all requirements of the Freedom of Information Act.

SECTION 42. CONSENT CALENDAR

~~The Board shall use a consent calendar as follows:~~

The Consent Calendar shall consist of non-controversial matters designated for collective approval by a single vote of the Board, unless removed by the objection of any member.

The Board shall use a Consent Calendar as follows:

(1) For inclusion on the regular agenda for each regular ~~Board of Alders Meeting~~ meeting of the Board of Alders, the Majority Leader, Minority Leader, and President shall publicly identify those matters to be considered by the Board which, in their ~~judgement~~ judgment, do not require discussion on the floor of the Board. Such ~~items shall include, but need not be limited to,~~ matters may include, but shall not be limited to, ceremonial and congratulatory resolutions

and ~~committee~~ Committee reports of ~~non-~~
~~controversial nature~~ a non-controversial nature.

~~Suspension of Rule 24 items~~ Items submitted pursuant
to the suspension of Section 24-1(a) may be added to
the ~~consent calendar~~ Consent Calendar prior to the
beginning of the meeting.

(2) Upon the stated ~~objections~~ objection of any
member, any item ~~on the consent Calendar shall be~~
~~excluded from the coverage of this rule, and will be~~
~~acted upon in the usual fashion~~ placed on the Consent
Calendar shall be removed therefrom and shall be
considered in the usual manner at the same meeting.
~~Any item on the consent calendar shall not be debated~~
~~or discussed on the Floor of the Board.~~

(3) ~~Any item on the consent calendar shall not be~~
~~debated or discussed on the Floor of the Board.~~

No item placed on the Consent Calendar shall be debated or discussed on the floor of the Board. Any member ~~desiring to make remarks relative to any such item~~ wishing to make remarks concerning such an item shall submit such remarks, in writing, to the City Clerk prior to the conclusion of the meeting, ~~Such remarks shall be printed in the journal, in full, as if they had been made~~ and such remarks shall be printed in full in the Aldermanic Journal as if delivered on the floor of the Board.

(4) ~~If any item on the consent calendar pursuant to this rule~~ placed on the Consent Calendar pursuant to this rule requires the unanimous consent of the Board or ~~Suspension of Rule 24~~ the suspension of Section 24, such consent or suspension shall be obtained prior to the motion ~~discussed in paragraph 5~~ set forth in paragraph (5).

(5) The Majority Leader shall make a motion in the following ~~(or a substantially similar)~~ substantially the following form:

~~“I move the passage of all Rule 42 items.”~~

“I move the passage of all Consent Calendar items.”

Such motion shall not be debatable. If such motion is duly seconded and ~~passed~~ adopted by a majority of the ~~alders~~ members present and voting, the effect~~~~,~~~~ shall be to approve each item which has been so identified and for which unanimous consent or ~~suspension of Rule 24, if necessary,~~ the suspension of Section 24, where required, has been obtained.

~~This Rule 42 shall not apply to any ordinance.~~

(6) ~~This Rule 42~~ This Section shall not apply to any ordinance.

~~(7) It is the intent of the foregoing to expedite the passage of ceremonial and congratulatory resolutions and other non-controversial items without debate or discussion on the floor of the Board.~~

This Section shall be construed and applied so as to expedite the consideration of ceremonial and congratulatory resolutions, and other non-controversial matters, without debate on the floor of the Board.

SECTION 43. CEREMONIAL AND MEMORIAL CITATIONS

Alders may sponsor ceremonial and memorial citations

by written request to the President of the Board, who shall cause appropriate standard citations to be issued. In addition, ~~alders may choose to submit~~

Alders may submit their own ceremonial resolutions in

final form to the President for issuance without full Board approval. ~~The President may reject citation requests when he deems full Board approval is required~~ The President may reject a request for issuance without full Board approval when the President determines that such approval is required, and shall ~~forward such resolutions~~ thereupon forward the resolution to the Board of Alders for ~~action~~ consideration. ~~A list of all citations shall be printed in the Aldermanic journal.~~

A list of all citations issued pursuant to this Section shall be printed in the Aldermanic Journal.

SECTION 44. COMMITTEE MEETING NOTICE AND AGENDA REQUIREMENTS

No committee meeting shall be held without the notice and agenda of ~~said~~ such meeting being filed in the Office of Legislative Services by ~~5 p.m.~~ 5:00 p.m.

~~six (6) business days prior~~ no later than six (6) business days prior to the meeting. A summary notice and agenda shall be published in at least one local newspaper of general circulation ~~at least~~ no later than four (4) business days prior to the meeting. ~~The above two requirements may waived~~ The foregoing notice requirements may be waived only in the event that the President of the Board declares in writing that an emergency exists, or ~~if~~ when the meeting is a workshop. All meetings shall conform to the requirements of law with regard to notice of public meetings.

SECTION 45. MEETING TIME AND EVNUE REQUIREMENTS

Except for emergency meetings, hearings, or workshops declared in writing by the President of the Board, ~~:(a)~~ all committee meetings of the Board of

Alders shall begin no earlier than 5:30 p.m., and no additional agenda items shall be considered after ~~12 midnight~~ 12:00 midnight of the same day; and ~~(b)~~ no public hearing, ~~or~~ meeting, or workshop shall be held on City holidays, ~~or~~ between sundown ~~Friday~~ on Friday and sundown ~~Saturday~~ on Saturday, or before 4:00 p.m. on Sunday. The space selected for public hearings and meetings shall be adequate to accommodate all participants.

SECTION 46. WORKSHOPS

A workshop is a ~~Board or committee~~ meeting of the Board of Alders or of a committee thereof meeting called for discussion purposes. Testimony may be taken at a workshop at the discretion of the ~~chair~~ Chair.

~~Matters referred to a committee may not be voted or referred to the Board in a workshop. Workshops are~~

~~open to the public, however testimony by persons other than Board members may only be heard at the request of the committee.~~

No vote on the merits of any matter, or otherwise affecting the disposition of any matter discussed, shall be taken at a workshop, except that a motion to recommend that the Board of Alders read and file the matter shall be in order for any matter discussed at a workshop.

Any committee meeting may begin as a workshop if fewer members than constitute a quorum are present.

SECTION 47. COMMITTEE CHAIR AND APPOINTMENTS

~~(A) No person may hold the position of chair of a particular committee of the Board of Alders for more than three consecutive~~

~~terms. No member appointed by the President may serve as the aldermanic representative or member on a City board or commission for more than six consecutive years. These limitations may be waived where necessary to comply with minority party representation requirements.~~

(B) .

(A) As a general practice, no person should serve as chair of the same committee of the Board of Alders for more than **four consecutive terms**. As a general practice, no member appointed by the President should serve as the aldermanic representative or member on the same City board or commission for more than **four consecutive terms**. These practices apply only to appointments made by the President pursuant to the Rules of the

Board of Alders and shall not apply to appointments or elections to boards or commissions made by vote of the Board of Alders, nor to appointments made by the Mayor and confirmed by the Board of Alders, which are governed by the City Charter or other applicable law. These practices are advisory and shall not limit the authority of the President to make or continue appointments as deemed necessary in the interests of the Board, including considerations of experience, continuity, and institutional knowledge.

(B) Pursuant to Article IV ~~Sec.~~ Section 2(A) ~~A.~~ of the Charter of the City of New Haven, in the absence of minority party representation on the Board of Alders, the Board shall elect a third officer to perform the functions of the Minority Leader, ~~;- and select~~ and shall select an officer to serve in lieu of a representative of

a minority party on any board or commission ~~which requires said appointment; however,~~ requiring such appointment; provided, however, that ~~said appointment shall not circumvent~~ no such appointment shall circumvent the provisions of the General Statutes or the Charter pertaining to minority party representation.

SECTION 48. GUIDELINES FOR ALDERMANIC CONDUCT

The following guidelines shall apply in regulating the conduct of members toward each other, particularly at ~~Board of Alders meetings and Committee meetings~~ meetings of the Board of Alders and its Committees. It is recognized that every effort should be made to resolve ~~such~~ instances of alleged disorderly behavior by an Alder through quiet and informal means; however, gross failures to conduct oneself ~~within~~

~~these guidelines~~ in accordance with these guidelines, where such conduct or speech interferes with the ability of a specific colleague or the legislative body as a whole to discharge its legislative duties, may be cited as grounds for holding a member in contempt of the Board of Alders ~~for interfering with a specific colleague or the entire body's ability to discharge its legislative duties.~~

A member of the Board shall:

(A) refrain from speaking or acting, by oneself or in concert with others, in a manner which disturbs, obstructs, or interferes ~~in any way~~ with the performance of another member's sworn legislative duties;

(B) fully cooperate ~~in both~~ in word, action, and spirit with the will of the Board and ~~the Committee~~ its Committees, and make every effort to ensure that meetings are conducted in a civil, decent, and respectful ~~way that brings honor to the body and allows it to conduct its business in a courteous, efficient, parliamentary manner~~ manner that brings honor to the body and allows it to conduct its business in a courteous, efficient, and parliamentary way;

(C) ~~only speak when recognized by the presiding officer, shall be germane and confine remarks strictly to the matter under debate, shall follow the rules of discourse as stated in the existing Rules of the Board,~~ speak only when recognized by the presiding officer; confine speech strictly to matters germane to the question under debate or consideration; follow the rules of discourse set forth in these Rules; and shall

promptly cease any and all debate of a matter when such debate has been concluded and the matter has been disposed of by the body;

(D) acknowledge and obey all directives and minor reprimands made or upheld by the President or Committee Chair as a ~~“point of order,”~~ , and shall abide ~~without further discussion or complaint~~ by such rulings without further discussion or complaint after losing an appeal to the full Board or Committee;

(E) accept any ~~punishment~~ discipline imposed for grievous disorderly behavior, including reprimand, ~~the demand of an apology~~ a demand for an apology, expulsion from a meeting, suspension, or expulsion from the Board ~~or~~ or a Committee, as ~~acted upon and approved~~ approved by the full body;

(F) show the utmost courtesy and respect to ~~other colleagues and staff, as well as to all witnesses and members of the public in attendance, neither insulting witnesses nor mistreating them in any way~~ other members, staff, witnesses, and members of the public in attendance, and neither insult nor mistreat any such person;

(G) not act ~~in such a way as to inflict or in any way~~ ~~cause~~ in any manner intended to inflict physical harm, nor ~~to~~ threaten bodily harm ~~or any type of retribution or intimidation~~, intimidation, or retaliation through ~~use of~~ menacing language or action;

(H) not engage in violent, tumultuous, threatening, ~~or~~ deceitful, or fraudulent language or behavior;

(I) not cast personal insults, racial or religious epithets, or any other derogatory remark, slur, or falsehood ~~which in any way attempts~~ intended to impugn the character, ~~personality~~ or motives of a colleague;

(J) not speak in abusive, improper, or obscene language ~~or make~~ , nor make any obscene or improper gesture; and

(K) not make unreasonable noise ~~or by intention~~ , nor intentionally distract or harass another ~~member~~.

~~In accordance with Section 2 of the Rules of the Board which authorizes the President to preserve order and decorum, speak to "points of order" regarding other members, and decide all such questions, a colleague who alleges a gross violation of the above specified Aldermanic conduct guidelines shall transmit this~~

~~matter to the President; once this allegation is received, the President is empowered to take all appropriate steps to ensure that such transgression is properly handled by the legislative body, which may invoke sanctions such as reprimand, suspension or expulsion~~

of these Rules, which authorizes the President to preserve order and decorum on the floor or during a meeting and to rule on points of order, any allegation of a gross violation of these guidelines shall be transmitted to the President. Upon receipt of such allegation, the President, in consultation with the leadership of the Board where appropriate, is empowered to take all necessary steps to ensure that the matter is properly addressed by the legislative body, including the invocation of sanctions such as reprimand, suspension, or expulsion, as provided by law and these Rules.