

TOWN COUNCIL OF THE TOWN OF RICHMOND, RHODE ISLAND  
**RULES OF PROCEDURE**

**1. Purpose**

These rules are adopted to establish uniform procedures for the conduct of town council meetings.

**2. Officers**

A. Each newly-elected town council shall first meet at 7:00 p.m. on the Tuesday after the board of canvassers certifies the election of at least three members. At that meeting, the town council shall elect a president and a vice president from among its members. The town clerk shall preside at the meeting until the president has been elected.

B. The officers elected at the first town council meeting of each term shall serve for the entire two-year term, except as provided in subsection C below.

C. When, in the judgment of the other members of the town council, the president or vice president is unwilling or unable to satisfactorily perform his or her duties as an officer, the president or vice president may be removed from office. The affirmative vote of four town council members is necessary to remove a president or vice president from office.

D. If a president or vice president is removed from that position, or if a president or vice president is unable to complete his or her term as an officer, the town council shall elect another member to serve in that office for the remainder of the two-year term.

**3. Meeting time and location**

A. Regular town council meetings shall be held on the first and third Tuesday of each month at 6:00 p.m. except in July and August, when there shall be one meeting each month on a date designated by the town council. Any meeting may be rescheduled for cause.

B. Town council meetings shall take place in the town council chamber at the Richmond Town Hall or at any other location designated in advance by the town council.

**4. Agenda**

A. The town clerk, in consultation with the town administrator, shall prepare the agenda for each town council meeting. A town council member who wishes to have a matter placed on the agenda for discussion or for a vote must submit the agenda item to the town clerk in writing no later than 4:00 p.m. on the Wednesday before the next scheduled meeting.

The town clerk, in consultation with the town administrator, shall have the authority to decide whether agenda items submitted by members of the public will be placed on an agenda.

B. Items shall appear on the agenda in the following order:

1. Call to order.
2. Roll call.
3. Pledge of allegiance to the flag.
4. Resolutions.
5. Public hearings.
6. Consent agenda.
7. Town administrator's report
8. Police chief's report.
9. Public works director's report.
10. Finance director's report.
11. Other department reports.
12. Appointments and resignations.
13. Licenses.
14. Unfinished business.
15. New business.
16. Public forum.
17. Closed session.
18. Resumption of open session.
19. Vote on matters taken up in closed session.
20. Adjournment.

C. An item may be added to the agenda by a majority vote of the town council members present, but the town council may not vote on that item except:

- i. To refer the matter to another body or official, or
- ii. When a vote is necessary to address an unanticipated situation that requires immediate action to protect the public health, safety or welfare.

## **5. Conduct at meetings**

A. The town council president shall preside at each meeting. If the president is absent, the vice president shall preside. If both the president and vice president are absent, the remaining members shall elect a president pro tempore. The town clerk shall preside over the election of a president pro tempore.

B. Every motion must be a concise statement of a proposed action. A motion should contain enough detail to make clear the purpose of the motion and the action to be taken.

C. The presiding officer may, in his or her discretion, limit the length of time devoted to a public forum and limit the length of time any member of the public is permitted to speak.

D. A member of the public who wishes to speak may do so only after being recognized by the presiding officer. After being recognized, a member of the public shall identify himself or herself by name and address. A member of the public shall direct his or her remarks to the presiding officer, not to any other town council member or any other person present.

E. Town council members may respond to public comments or may discuss a matter raised by a member of the public if that matter is not on the agenda, but the town council may not vote on the matter except:

- i. To refer the matter to another body or official, or
- ii. When a vote is necessary to address an unanticipated situation that requires immediate action to protect the public health, safety or welfare.

F. An applicant for appointment to a board, commission, or committee, including an *ad hoc* committee, must be present at the town council meeting at which the appointment is scheduled to be made.

## **6. General provisions**

A. These rules are intended to supplement the provisions of the Richmond Home Rule Charter and the Richmond Code of Ordinances. In a case of a conflict between these rules and the charter or code, the charter or code provision shall supersede these rules.

B. Any of these rules may be temporarily suspended by a majority vote of the town council.

C. Procedural matters not addressed in these rules shall be governed by the most recent edition of *Robert's Rules of Order Newly Revised In Brief*, published by the Robert's Rules Association.

D. These rules shall remain in effect until amended or repealed by the town council.

*Adopted 15 September 2015*

*Amended 5 September 2017*

*Amended 18 December 2018*