

RULES OF THE HOUSE OF REPRESENTATIVES
OF THE
STATE OF CONNECTICUT

(ADAPTED FOR USE BY THE BOARD OF REPRESENTATIVES)
(FOR YEAR 1949-1951)

RESOLVED BY THE BOARD OF REPRESENTATIVES:

THAT THE FOLLOWING BE ADOPTED AS THE RULES OF THE BOARD OF REPRESENTATIVES OF STAMFORD:

THE PRESIDENT

1. THE PRESIDENT SHALL TAKE THE CHAIR AT THE HOUR FOR WHICH THE MEETING IS CALLED, HE SHALL IMMEDIATELY CALL THE BOARD TO ORDER AND AFTER PRAYER AND ROLL-CALL, IF A QUORUM BE PRESENT, PROCEED TO BUSINESS.
2. IN THE ABSENCE OF A QUORUM, THE PRESIDENT MAY ADJOURN THE BOARD TO A DATE WITHIN 7 DAYS THEREAFTER AT THE SAME HOUR. AT ALL OTHER TIMES DURING THE MEETING AN ADJOURNMENT SHALL BE PRONOUNCED BY THE PRESIDENT ON MOTION.
3. HE SHALL PRESERVE ORDER AND DECORUM AND SHALL DECIDE ALL QUESTIONS OF ORDER, UPON WHICH NO DEBATE SHALL BE ALLOWED EXCEPT AT HIS REQUEST; BUT HIS DECISION SHALL BE SUBJECT TO AN APPEAL TO THE BOARD, WHICH MUST BE SECONDED AND ON WHICH NO MEMBER SHALL SPEAK MORE THAN ONCE. NO OTHER BUSINESS SHALL BE IN ORDER UNTIL SUCH APPEAL IS DISPOSED OF.
4. HE SHALL RISE TO PUT A QUESTION OR TO ADDRESS THE BOARD, BUT MAY READ SITTING.
5. IN CASE OF ANY DISTURBANCE OR DISORDERLY CONDUCT IN THE LOBBY, OR AISLES OF THE MEETING ROOM, THE PRESIDENT SHALL HAVE POWER TO ORDER THE SAME TO BE CLEARED.
6. IN CASE THE PRESIDENT WISHES TO LEAVE THE CHAIR FOR THE PURPOSE OF TAKING PART IN THE DEBATE, OR FROM INDISPOSITION OR OTHER CAUSE, HE MAY DESIGNATE A MEMBER TO PERFORM THE DUTIES OF THE CHAIR.
7. IN CASE THE PRESIDENT, OR THE MEMBER NAMED BY HIM IN ACCORDANCE WITH THE PRECEDING RULE, IS ABSENT AT THE HOUR TO WHICH THE BOARD STANDS ADJOURNED, THE CLERK SHALL CALL THE BOARD TO ORDER, AND THE FIRST BUSINESS SHALL BE THE ELECTION OF A PRESIDENT PRO TEMPORE, WHICH SHALL BE DONE IMMEDIATELY WITHOUT DEBATE, BY BALLOT OR OTHERWISE, AS THE BOARD SHALL DETERMINE ALSO WITHOUT DEBATE, AND THE PRESIDENT PRO TEMPORE THUS ELECTED SHALL PRESIDE IN THE MEETING AND DISCHARGE ALL THE DUTIES OF THE PRESIDENT UNTIL HIS RETURN. IN CASE OF THE DEATH OR RESIGNATION OF THE PRESIDENT, THE CLERK SHALL CALL THE BOARD TO ORDER AS PROVIDED IN THE FIRST CLAUSE OF THIS RULE, AND THE FIRST BUSINESS SHALL BE THE ELECTION OF A PRESIDENT BY BALLOT, WHICH THE BOARD SHALL IMMEDIATELY PROCEED TO DO WITHOUT DEBATE, AND THE PRESIDENT THUS ELECTED SHALL PRESIDE OVER THE BOARD AND DISCHARGE ALL THE DUTIES OF THE PRESIDENT DURING THE CONTINUANCE OF THE TERM OF OFFICE OF THIS BOARD.

MEMBERS

15. WHEN ANY MEMBER IS ABOUT TO SPEAK IN DEBATE OR DELIVER ANY MATTER TO THE BOARD, HE SHALL ARISE AND ADDRESS THE CHAIR AS "MR. PRESIDENT". IF TWO OR MORE SHALL RISE AT THE SAME TIME, THE PRESIDENT SHALL NAME THE MEMBER ENTITLED TO THE FLOOR, PREFERRED ONE WHO RISES IN HIS PLACE TO ONE WHO DOES NOT.
16. NO MEMBER SHALL SPEAK ON THE SAME QUESTION MORE THAN TWICE WITHOUT LEAVE OF THE BOARD.
17. NO MEMBER WHO IS INTERESTED IN THE DECISION OF ANY QUESTION IN SUCH A MANNER THAT HE CANNOT VOTE MAY STAY IN THE MEETING WHEN SUCH A QUESTION IS DISCUSSED OR DECIDED.

18. IF ANY MEMBER, IN SPEAKING OR OTHERWISE, TRANSGRESS THE RULES AND ORDERS OF THE BOARD, THE PRESIDENT SHALL, OR ANY MEMBER MAY, CALL HIM TO ORDER; AND, IF SPEAKING, HE SHALL SIT DOWN, UNLESS PERMITTED TO EXPLAIN; AND IF A MEMBER IS GUILTY OF A BREACH OF ANY OF THE RULES AND ORDERS, HE MAY BE REQUIRED BY THE BOARD, ON MOTION, TO MAKE SATISFACTION THEREFOR, AND UNTIL HE HAS DONE SO, HE SHALL NOT BE ALLOWED TO VOTE OR SPEAK EXCEPT BY WAY OF EXCUSE.

19. FOR THE PURPOSE OF MORE CONVENIENTLY COUNTING UPON THE DIVISION OF THE BOARD, THE PRESIDENT SHALL APPOINT TWO PERMANENT TELLERS AND TWO ALTERNATES.

COMMITTEES

(NOT MENTIONED IN RULES)

THERE SHALL BE THE FOLLOWING STANDING COMMITTEES:

1. FISCAL
2. LEGISLATIVE AND RULES
3. APPOINTMENTS
4. PUBLIC WORKS
5. HEALTH AND PROTECTION
6. PLANNING AND ZONING
7. PUBLIC WELFARE AND RECREATION

SUCH COMMITTEES SHALL BE COMPOSED OF MEMBERS OF THE MAJOR POLITICAL PARTIES IN SUBSTANTIALLY THE RATIO IN WHICH SUCH PARTIES ARE REPRESENTED ON THE BOARD. THIS RULE MAY BE CHANGED BY VOTE OF A MAJORITY OF THE BOARD.

23. ALL COMMITTEES SHALL BE APPOINTED BY THE PRESIDENT, UNLESS OTHERWISE SPECIALLY DIRECTED BY THE BOARD. THE MEMBER FIRST NAMED SHALL BE CHAIRMAN.

24. NO MEMBER SHALL SERVE ON ANY COMMITTEE WHILE CONSIDERING ANY QUESTION INVOLVING HIS PRIVATE RIGHT DISTINCT FROM THE PUBLIC INTEREST.

25. A MATTER REFERRED TO A COMMITTEE AND NOT REPORTED UPON AT THE NEXT REGULAR MEETING MAY BE REMOVED FROM SUCH COMMITTEE'S HANDS AT ANY SUCCEEDING MEETING BY VOTE OF NOT LESS THAN 1/3 OF THE MEMBERS PRESENT. THEREUPON THE MATTER MAY BE VOTED UPON AT ANY SUCCEEDING REGULAR OR SPECIAL MEETING.

REGULAR ORDER OF BUSINESS

29. THE ORDER OF BUSINESS SHALL BE AS FOLLOWS, VIZ:

1. RECEPTION OF PETITIONS
2. RECEPTION OF COMMUNICATIONS FROM THE MAYOR, OFFICIAL REPORTS AND DISPOSITION.
3. INTRODUCTION OF RESOLUTIONS.
4. INTRODUCTION OF ORDINANCES.
5. REPORTS OF COMMITTEES OF THIS BOARD.
6. BUSINESS ON THE CALENDAR.
7. MISCELLANEOUS BUSINESS.

MOTIONS

30. WHEN A MOTION IS MADE, IT SHALL BE STATED TO THE BOARD BY THE PRESIDENT BEFORE ANY DEBATE BE HAD THEREON; BUT EVERY MOTION SHALL BE REDUCED TO WRITING, IF THE PRESIDENT SO DIRECT, OR ANY MEMBER DESIRE IT.

31. WHEN A MOTION IS STATED BY THE PRESIDENT, OR READ BY THE CLERK, IT SHALL BE DEEMED TO BE IN THE POSSESSION OF THE BOARD. IT MAY BE WITHDRAWN AT ANY TIME BEFORE DECISION OR AMENDMENT, BUT NOT AFTER AMENDMENT, UNLESS THE BOARD GIVE LEAVE.

32. THE QUESTION FIRST MOVED SHALL BE FIRST PUT, EXCEPT AS MODIFIED BY RULE 4 FOLLOWING, AND IN ALL CASES THE SENSE OF THE BOARD SHALL BE TAKEN FIRST UPON THE LARGEST NUMBER OR SUM, AND THE LONGEST TIME PROPOSED, IN ANY QUESTION.

33. WHEN A QUESTION IS UNDER DEBATE, NO MOTION SHALL BE RECEIVED EXCEPT:

1. TO ADJOURN.
2. TO LAY ON THE TABLE.
3. FOR THE PREVIOUS QUESTION.
4. TO CLOSE THE DEBATE AT A SPECIFIED TIME.
5. TO POSTPONE TO A TIME CERTAIN.
6. TO COMMIT OR RECOMMIT.
7. TO AMEND.
8. TO CONTINUE TO THE NEXT MEETING.
9. TO POSTPONE INDEFINITELY.

WHICH SEVERAL MOTIONS SHALL HAVE PRECEDENCE IN THE ORDER IN WHICH THEY STAND ARRANGED IN THIS RULE, AND NO MOTION TO LAY ON THE TABLE, COMMIT OR RECOMMIT, TO CONTINUE TO THE NEXT MEETING, OR TO POSTPONE INDEFINITELY, HAVING BEEN ONCE DECIDED, SHALL BE AGAIN ALLOWED AT THE SAME SITTING, AND AT THE SAME STATE OF THE BILL OR SUBJECT MATTER.

34. A MOTION TO ADJOURN SHALL ALWAYS BE IN ORDER, EXCEPT WHILE A VOTE IS BEING TAKEN, AND NO MOTION TO ADJOURN OR LAY ON THE TABLE SHALL BE DEBATABLE.

RECONSIDERATION

35. A VOTE SIMPLY OF REFERENCE TO A COMMITTEE CAN BE CONSIDERED ONLY ON THE NIGHT OF THE VOTE, AND ANY OTHER VOTE CAN BE RECONSIDERED ONLY ON THE NIGHT OF THE VOTE OR THE NEXT SUCCEEDING MEETING NIGHT, PROVIDED THE BILL OR RESOLUTION IS STILL IN THE POSSESSION OF THE BOARD; AND FURTHER PROVIDED, THAT THERE SHALL BE NO RECONSIDERATION OF THE VOTE UPON ANY OF THE FOLLOWING MOTIONS: TO ADJOURN, FOR THE PREVIOUS QUESTION, OR TO RECONSIDER, AND NO QUESTION SHALL BE TWICE RECONSIDERED.

PARLIAMENTARY PRACTICE

39. THE RULES OF PARLIAMENTARY PRACTICE SHALL GOVERN THE BOARD IN ALL CASES TO WHICH THEY ARE APPLICABLE, AND IN WHICH THEY ARE NOT INCONSISTENT WITH THESE RULES.

40. NO DEBATE SHALL BE ALLOWED AFTER A QUESTION IS PUT AND WHILE IT REMAINS UNDECIDED.

41. IN ALL CASES WHEN A VOTE IS TAKEN WITHOUT A DIVISION, THE PRESIDENT SHALL DETERMINE WHETHER IT IS OR IS NOT A VOTE; AND IN ALL DOUBTFUL CASES HE SHALL ASK "IS IT DOUBTED?" IF THE VOTE BE DOUBTED BY A MEMBER RISING IN HIS PLACE FOR THAT PURPOSE, IT SHALL BE TRIED AGAIN. IF THE PRESIDENT SHALL DOUBT THE VOTE, OR A DIVISION BE CALLED FOR, THE BOARD SHALL DIVIDE, THOSE IN THE AFFIRMATIVE RISING FROM THEIR SEATS AND STANDING UNTIL COUNTED, AND AFTERWARDS THOSE IN THE NEGATIVE. AFTER THE PRESIDENT HAS DECLARED A VOTE, IT SHALL NOT BE TAKEN AGAIN UNLESS BY A REGULAR MOTION FOR RECONSIDERATION, MADE BY A MEMBER IN THE PREVAILING VOTE OF THE BOARD.

42. THE YEAS AND NAYS SHALL BE TAKEN ON ANY QUESTION AND ENTERED BY THE CLERK AT THE DESIRE OF ONE-FIFTH OF THE MEMBERS PRESENT, AT ANY TIME BEFORE A DECLARATION OF THE VOTE. WHEN THE NAME OF A MEMBER IS CALLED, HE SHALL RISE AND ANNOUNCE HIS VOTE.

43. IN ALL CASES OF BALLOTING THE PRESIDENT SHALL VOTE; IN OTHER CASES HE SHALL NOT BE REQUIRED TO VOTE UNLESS HIS VOTE WOULD BE DECISIVE. IN CASE OF AN EQUAL DIVISION THE QUESTION SHALL BE LOST.

44. EVERY MEMBER PRESENT, WHEN A QUESTION IS PUT BY THE PRESIDENT, SHALL VOTE, UNLESS EXCUSED BY THE BOARD. AND NO MEMBER SHALL ABSENT HIMSELF FROM THE MEETING WITHOUT LEAVE, UNLESS THERE BE A QUORUM WITHOUT HIS PRESENCE.

WHENEVER ANY VOTE IS TO BE TAKEN, THE PRESIDENT MAY ORDER THE DOORS CLOSED,

AND THEREUPON NO MEMBER SHALL LEAVE THE ROOM UNLESS BY PERMISSION OF THE PRESIDENT, OR THE BOARD, UNTIL THE VOTE IS DECLARED. BUT MEMBERS SHALL BE ADMITTED AT ANY TIME.

WHEN A BALLOT HAS BEEN COUNTED, IF ANY MEMBER SHALL RAISE A QUESTION OF AN EXCESS OF BALLOTS OVER THE NUMBER OF MEMBERS PRESENT, A COUNT OF THE BOARD SHALL BE HAD, AND IF IT SHALL APPEAR THAT SUCH EXCESS OF BALLOTS EXISTS, THE PRESIDENT SHALL ORDER THE VOTE TO BE AGAIN TAKEN.

45. PERSONS, OTHER THAN MEMBERS OF THE BOARD OF REPRESENTATIVES AND STAMFORD OFFICIALS, WHO DESIRE TO SPEAK WITH MEMBERS OF THE BOARD WHILE IT IS IN SESSION SHALL COMMUNICATE THEIR DESIRE TO DO SO TO SUCH MEMBERS THROUGH ONE OF THE MESSENGERS, AND SHALL NOT CONVERSE WITH SUCH MEMBER IN THE MEETING ROOM WHILE THE BOARD IS IN SESSION,

PROPER FACILITIES FOR TRANSMITTING MESSAGES ABOVE REFERRED TO SHALL BE PROVIDED BY THE CLERK AND ADMINISTERED BY THE MESSENGERS.

THE MESSENGERS AND DOORKEEPERS SHALL SEE THAT THE AISLES AND SEATS OF THE MEMBERS ARE NOT OCCUPIED BY PERSONS OTHER THAN MEMBERS OF THE BOARD, WHILE THE MEETING IS IN SESSION.

46. THESE RULES SHALL NOT BE ALTERED, AMENDED OR SUSPENDED EXCEPT BY THE VOTE OF AT LEAST 2/3 OF THE MEMBERS PRESENT.

SUSPENSION OF A RULE SHALL BE FOR A SPECIFIED PURPOSE OR PURPOSES; AFTER THE ACCOMPLISHMENT OF SUCH PURPOSE, THE RULE SHALL REMAIN IN FORCE AS BEFORE.

TO BE APPENDED TO RULES ADOPTED MAY 2, 1949

RESOLVED by the Board of Representatives that the rules be amended

(1) by adding to the standing committees

8. Steering Committee

(2) by adding the following rules:

26. Any petition or other communication which, in the opinion of the President or Clerk, is properly the business of a standing committee of the Board or of a duly constituted executive or administrative authority of Stamford, may be referred by the President or Clerk directly upon receipt to the proper committee or authority. A report of the nature of each such petition or communication and its disposition shall be made to this Board at its next meeting. This procedure shall not apply to communications from the Mayor or from any duly elected or appointed Board or officer unless requested by the individual or Board concerned.

27. In addition to any other duties or functions assigned, the Steering Committee shall prepare the agenda for all meetings of this Board. All matters which any Representative shall desire to be placed on such agenda shall be presented to the Steering Committee not less than 5 days before such meeting. No business other than what appears on the agenda shall be transacted except by consent of two-thirds of the members present at a meeting of the Board of Representatives.