Amended June 5, 2014

CITY OF NORTHAMPTON

COUNCIL RULES
2014-2015 SESSION
TABLE OF CONTENTS

Rules Governing Meetings
1 Precedence of Rules
2 Quorum
3 Suspension of Rules
4 Repeal or Amendment of Rules
5 Recognition of Mayor

Duties of the Presiding Officer
6 Duties of the Presiding Officer
7 Order of Succession of Presiding Officer

Council President
8 Council President Election and Duties
9 Council Vice-President Election and Duties

Meeting Format/Requirements
10 Calling Meetings to Order
11 Order of Business
12 Minutes of Previous Meeting
13 Terms of Expression
14 Two-Reading Rule
15 Conduct
16 Public Comment
17 New Business
18 Recess
19 Priority of Motions
20 Order and Manner of Speaking
21 Charter Objection
22 Reconsideration
23 Order During Debate
24 Deciding Votes
25 Roll Call Votes
26 Method of Recording Roll Call Votes
27 Ending Time of Meeting

Council Committees
28 Committee Appointees to be Notified
29 Finance Committee-Reference and Report
30 Reference to Committees
31 Committee's Duty to Meet and Report
32 Non-Member Attendance at Committee Meetings
33 Reports of Committees and Certification by Clerk
34 Reports to be in Writing – Copies

Council Administration
35 Timely Filing Rule
36 Ordinances – Enacting Style – Forms and Numbering
37 Proposed New Ordinances
38 Limitation of Amendments
39 Clerk of the Council
40 Custody of Books, Documents and Papers
41 Video Record of Previous Meeting to be Included as Part of the Minutes
42 Papers Addressed to City Council

Miscellaneous & Council Seating
43 Seating Arrangements
44 Remote Meeting Participation
45 Minutes of Executive Session
Appendices

Orders-Council Committees
Committee on Economic & Community Development, Housing and Land Use
Finance Committee
Committee on Hearings, Investigations, and Practices
Committee on Public Safety
Committee on Rules, Orders, Appointments, and Ordinances
Committee on Social Services, Veterans, Culture, and Recreation

CITY OF NORTHAMPTON

COUNCIL RULES
2014-2015 SESSION

CITY OF NORTHAMPTON, MASSACHUSETTS

RULES AND ORDERS OF THE 2014-2015 CITY COUNCIL OF THE CITY OF NORTHAMPTON

Rules Governing Meetings

1. PRECEDENCE OF RULES. The City Council Meetings shall conform to parliamentary practices as set forth in the Rules and Orders of the City Council. The procedures defined in the most current version of Robert's Rules of Order will serve in all instances not covered by the Council Rules and Orders.

2. QUORUM. The presence of 5 members shall constitute a quorum for the transaction of business. The affirmative vote, taken by roll call, of 6 members shall be required to adopt an appropriation order or transfer. The affirmative vote, taken by roll call, of 6 members shall be required to adopt zoning ordinance. In the absence of statutory requirements providing otherwise, the affirmative vote, taken by roll call, of 5 members shall be required to adopt any other ordinance. In the absence of statutory requirements providing otherwise, an affirmative vote of a majority of a quorum shall pass any other measure.

3. SUSPENSION OF COUNCIL RULES. Suspension of these rules or any part thereof shall require a two-thirds majority of the quorum present. Nothing herein shall be construed to authorize suspension of any provision of the Charter of the City of Northampton, of any ordinance of the City of Northampton, or of any Federal or State statute, rule or regulation.

4. REPEAL OR AMENDMENT OF RULES. City Council Rules and Orders may only be repealed or amended with prior notification of no less than three business days and require a two-thirds majority vote of quorum present.

5. RECOGNITION OF MAYOR. The Mayor is recognized at all Council Meetings.

Duties of the Presiding Officer

6. DUTIES OF THE PRESIDING OFFICER. The Council President shall act as presiding officer of the City Council at every meeting. The duties as presiding officer shall be only those set forth herein:

1. To open the meeting at the appointed time by taking the chair, calling the meeting to order, and ascertaining that a quorum is present;
2. To announce in proper sequence the business that comes before the City Council;
3. To recognize members who are entitled to the floor;
4. To state and to put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings (except questions that relate to the presiding officer as noted below), and to announce the result of each vote or, if a motion that is not in order is made, to rule it out of order; or, to refuse to recognize obviously frivolous or dilatory motions; *(Dilatory Motions are defined in Robert's Rules, Chapter VI, Section 13, pages 164 & 165; and in Chapter X, Section 39, pages 331 & 332).*
5. To expedite business in every way compatible with the rights of all members of the body;
6. To respond to inquiries of City Councilors relating to parliamentary procedure or factual information bearing on the business of the City Council;
7. To declare the meeting adjourned when the City Council so votes or, where applicable, at the time prescribed in the order of business, or at any time in the event of a sudden emergency affecting the safety of those present.
8. The Presiding Officer may state facts, ask questions and give opinions during debate without relinquishing the chair.

7. ORDER OF SUCCESSION OF PRESIDING OFFICER. In the case of a vacancy or in the absence of the Council President, the Council Vice-President shall preside and shall retain voting privileges. At a duly called meeting of the City Council when neither the Council President nor the Council Vice-President are present, the City Council shall elect by majority vote, a President pro-tempore, who shall preside for that meeting and shall retain voting privileges. Should the City Council fail to elect a President pro-tempore in accordance with the preceding sentence, the meeting shall be adjourned.

Council President

8. COUNCIL PRESIDENT ELECTION AND DUTIES. At any meeting when a City Council President is to be elected, the last Council President will preside. If the last Council President is no longer a member of the Council, the longest serving member of the Council will preside. If two members of the Council are equal in seniority, a coin toss will determine which Councilor presides over the election of the Council President. If more than two members of the Council are equal in seniority they will draw lots to determine which Councilor will preside over the election of the Council President. After nominations are made by members of the Council, candidates may present to the council. The duties of the Council President will include all duties pursuant to the charter and also:

1. Duty to assign councilors to serve on any committee on which City Councilors will serve.

9. COUNCIL VICE-PRESIDENT ELECTION AND DUTIES. At any meeting when a City Council Vice-President is to be elected, and after nominations are made by members of the Council, candidates may present to the council. The duties of the City Council Vice-President will include all duties pursuant to the charter.

Meeting Format/Requirements

10. CALLING MEETINGS TO ORDER. The presiding officer shall call the City Council to order at the time appointed for the meeting or to which it may have adjourned, if a quorum be present, which shall be determined by calling the roll. The names of members not present at the meeting shall be recorded by the Clerk of the Council.

11. ORDER OF BUSINESS.

The order of business at every regular meeting of the Council shall be as follows:

1) **Roll Call**
2) **Public Hearings**
3) **Communications from the Mayor**
4) **Proclamations, Resolutions, Recognitions and One-Minute Announcements of Events**
5) **Presentations**
6) **Licenses and Petitions**
7) **Approval of minutes of the previous meeting**
8) **Reports of Committees, Appointments, and Elections**
9) **Recess for Finance Committee**
10) **Financial Orders**
11) **Orders and Ordinances**
12) **Updates from Council President and Committee Chairs**
13) **Information Requests (Charter Provision 2-7)**
14) **New Business**

A. The agenda shall be published in this manner and adhered to at all meetings. The presiding officer may implement a change in the order of business unless any single Councilor objects, in which case the rules may be suspended as given in Section 3.

B. The Mayor may submit agenda items to the Council President who shall place them on the agenda of the next City Council meeting.

C. All orders, ordinances, and resolutions shall be organized by a number system by the Clerk of the Council and the presiding officer shall announce the number when the City Council is to consider it.

12. MINUTES OF PREVIOUS MEETING. The Clerk of the Council shall submit the minutes of the previous meeting with the council agenda for the next regular scheduled meeting of the City Council.

13. TERMS OF EXPRESSION. In all votes, in which the City Council expresses anything by way of command, the term of the expression shall be "Ordered" (except in case of ordinances), and whenever it expresses opinions, principals, facts or purposes, the form of expression shall be "Resolved."

14. TWO-READINGS RULE. Every measure shall have two separate readings on two separate days. When the measure shall have passed two readings, it shall be signed by the clerk

and signed by the Enrollment Committee. After having passed two readings, each order, joint resolution or ordinance shall be presented to the Mayor for approval.

15. CONDUCT. All conduct at City Council meetings shall be civil and respectful including Councilors, those addressing the Council and members of the public.

16. PUBLIC COMMENT. Individual members of the public shall be permitted to address the Council and all Council Committees on any matter for a period of three minutes. This period may be extended or reduced at the discretion of the presiding officer. Individuals wishing to speak will be recognized by the presiding officer and must state their name and address to the clerk. The presiding officer shall rule out of order during the public comment session any remarks that clearly constitute defamation, with due regard for the distinction between elected officials and city employees who are public figures and those city employees who are not public figures. The presiding officer may order any member of the public who breaks this rule to cease speaking and may preclude any such member of the public from future meetings of the City Council. Councilors will not respond to any comments from the public.

17. NEW BUSINESS.

Any Councilor may introduce any written proposed order, ordinance, or resolution to be considered by the Council at the next meeting, but not to be debated during new business.

18. RECESS. Any Councilor may call for and be granted a recess the length of which will be determined by the presiding officer.

19. PRIORITY OF MOTIONS. When a question is under debate the presiding officer shall receive no motion but 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. These several motions shall have precedence in the foregoing order, and debate upon any of them shall be in conformity with Robert's Rules of Order.

20. ORDER AND MANNER OF SPEAKING. No person shall speak more than once on a question, to the prevention of any other who has not spoken, and is desirous to speak. The presiding officer may allow a brief immediate response to any statement posed directly to a particular City Councilor by a City Councilor. The presiding officer may request that any speaker discontinue any redundant or verbose speech.

21. CHARTER OBJECTION. On the first occasion that the question on adoption of a measure is put to the City Council, if a single member present objects to the taking of the vote, the vote shall be postponed until the next meeting of the City Council, whether regular or special. If 2 members present object, such postponement shall be until next regular meeting. If it is an emergency measure at least 4 members must object. This procedure shall not be used more than once for any specific matter notwithstanding an amendment to the original matter. A charter objection shall have the privilege over all motions but must be raised prior to or at the call for a vote by the presiding officer and all debate shall cease. (CHARTER 2-9C)

22. RECONSIDERATION.

A. When a vote has passed, except for adjournment or to lay on the table, any member voting with the majority may move a reconsideration, to be acted upon at the same meeting.

B. Any member voting with the minority may move a reconsideration to be acted upon at the next meeting. Minority reconsideration shall have priority over majority reconsideration. Minority reconsideration shall be used to allow time for the submission of new or additional information. Reconsideration shall not be used in a dilatory manner as defined in RROONR pg 164-5 Ch 6, Section 13. Chapter 10, Section 39 331-2.

C. No motion shall be twice reconsidered.

23. ORDER DURING DEBATE. No member should be interrupted while speaking, but by a call to order, or a request for information, or a question of privilege to appeal a decision from the presiding officer, or for the correction of a mistake, nor shall there be any conversation among the members while a paper is being read, or a question stated from the presiding officer.

24. DECIDING VOTES. The presiding officer shall decide all votes, but if a member rises to doubt a vote the presiding officer shall order a roll call vote.

25. ROLL CALL VOTES. Any member may request a roll call vote on any question before the City Council and the Clerk shall take the census of the Council in that manner.

26. METHOD OF RECORDING ROLL CALL VOTES. Roll call votes shall be conducted by this method. The first roll call vote of every session of the City Council shall be in alphabetical order. Each roll call vote after that shall progress to the next City Councilor in the

alphabet to be the first Councilor voting, so that at the end of every nine roll call votes each Councilor has by alphabetical progression voted first in one of the nine roll call votes.

27. ENDING TIME OF MEETING. Council Meetings shall end no later than 11:00 p.m.

Council Committees

28. COMMITTEE APPOINTEES TO BE NOTIFIED. The Clerk of the Council shall notify the appointee, in writing, upon their appointment to such committee.

29. FINANCE COMMITTEE - REFERENCE AND REPORT. Every order and resolution authorizing a loan, the levying of a tax or the expenditure of money (with the exception of the printing of the annual reports) shall be referred to the Committee on Finance before being presented to the City Council. It shall be the duty of such committee to report on the relation of such order, resolution, levy or expenditures to the finances of the City, but new provisions shall not be added to such resolution, order, levy or expenditure by said Committee unless directly connected with the financial features thereof, and then by recommendation only.

30. REFERENCE TO COMMITTEES. When any matter is referred to a commission, board, authority, or committee of any agency of the City of Northampton, or to a committee of the City Council, the Clerk of the Council shall notify the chair of said commission, board, authority, or committee of any agency of the City of Northampton, or committee of the City Council of such reference and furnish thereto a copy of the original of all votes or papers pertaining to the subject matter referred. Any committee, board, authority or commission shall report to the Council approval, disapproval or return without recommendation, all in accordance with the City Charter.

31. COMMITTEE'S DUTY TO MEET AND REPORT. It shall be the duty of every committee of the City Council to hold an initial meeting within 6 months after members of the committees have been appointed. All measures referred to a committee must be reported back to the full City Council with either a positive recommendation, a negative recommendation, or without a recommendation within 90 days.

32. NON-MEMBER ATTENDANCE AT COMMITTEES MEETINGS. Councilors may attend Council Committee meetings though they are not members of the Committee, and may sit in the audience and participate as members of the public. They may address the Committee consistent with its rules and in the same manner and to the same extent as non-councilors attending the meetings are allowed to address the Committee. Such Councilors in attendance at a Committee meeting may state their opinion on matters under consideration by the Committee, but they shall not discuss matters as a quorum, nor shall they discuss topics that are not under the consideration by the Committee.

33. REPORTS OF COMMITTEES AND CERTIFICATION BY CLERK. Committees of the Council shall have their reports made in writing and presented for consideration by the full Council at the regular meetings.

34. REPORTS TO BE IN WRITING - COPIES. All reports and other papers submitted to the City Council shall be legible and whenever possible, in electronic format and the Clerk of the Council shall make copies of any papers to be reported by committee at the request of the respective chair thereof.

Council Administration

35. TIMELY FILING RULE. All orders, ordinances, resolves, contracts and written business to be transacted by the City Council shall be filed with the Clerk of the Council on or before noon Tuesday prior to the date of the Council meeting.

36. ORDINANCES - ENACTING STYLE - FORMS AND NUMBERING. All by-laws passed by the City Council shall be termed "Ordinances," and the enacting style, which shall be but once recited in each ordinance, shall be "Be it ordained by the City Council of the City of Northampton in City Council assembled, as follows."

There shall be three forms printed; one for the addition of a section to the Code of Ordinances, one for the amendment of a section, and one for the repeal of a section. All ordinances proposed to the City Council shall be presented on one of the three forms prepared.

37. PROPOSED NEW ORDINANCES.
Every proposed new ordinance or ordinance amendment (matter) to be submitted for City Council action shall:

a) Be forwarded to the Mayor and Council President for placement on the agenda of the City Council.

b) Be referred by the City Council to the committees of the Council and any other boards, authorities or commissions of the City as is deemed appropriate by the Council for action, approval and/or recommendation. In any event, no matter shall be voted on by the City Council until it has been referred to the Committee on Elections, Rules, Ordinance, Orders and Claims (Ordinance Committee).

c) At or before the meeting at which the Ordinance Committee considers any matter for approval and/or recommendation the City Solicitor shall examine the matter's form and legal character. If there is disagreement between the City Solicitor and the sponsor regarding the correct form or legal character that is not resolved within 30 days after the scheduled meeting of the Ordinance Committee at which the matter shall be on the agenda or if the approval of the City Solicitor does not occur within 30 days of said meeting, the sponsor may request of the chair of the Ordinance Committee that the matter be placed on the agenda of the Ordinance Committee for a discussion of whether or not the Committee will approve and/or recommend the matter to the City Council.

38. LIMITATION OF AMENDMENTS. No motion or proposition on a subject different from that under consideration shall be admitted under color of an amendment.

39. CLERK OF THE COUNCIL. The Clerk of the Council shall be appointed by the City Council. In the case of a vacancy, the Mayor shall submit to the City Council the name of an individual who, upon receiving a majority vote in the City Council, shall serve as clerk pro-tempore.

40. CUSTODY OF BOOKS, DOCUMENTS AND PAPERS. The books, documents and papers belonging to the City Council shall be in the care of the Clerk of the Council, who shall keep an accurate list thereof and no book, document or paper shall be taken therefrom by any person without giving notice to the Clerk, who shall enter the names of the persons taking the same in a book kept for that purpose.

41. VIDEO RECORD OF PREVIOUS MEETING TO BE INCLUDED AS PART OF THE MINUTES. Two (2) video records secured from Cable company or its successors that record the entire Council meeting shall be included as a section of the minutes of the previous meeting. One copy shall be sent to Forbes Library.

42. PAPERS ADDRESSED TO CITY COUNCIL. All papers addressed to the Council shall be provided to each Councilor, and become part of the minutes of Council meeting at which the papers distributed.

Miscellaneous & Council Seating

43. SEATING ARRANGEMENTS. The seating arrangement for the members of the City Council shall be determined by the Council President. The Mayor and Finance Director may sit at designated Council chamber desks.

44. REMOTE MEETING PARTICIPATION. Councilors may participate remotely in meetings pursuant to the following regulations:

Requirements

A. Any Councilor who participates remotely and all persons present at the meeting location shall be clearly audible to each other;

B. A quorum including the presiding officer shall be physically present at the meeting location;

C. Any Councilor who participates remotely may vote and shall not be deemed absent.

D. Any Councilor may not participate remotely more than six times in a calendar year.

Permissible Reasons for Remote Participation

Any Councilor may participate remotely if the presiding officer determines that one or more of the following factors make the participation of the Councilor's physical attendance unreasonably difficult:

A. Personal Illness;

B. Personal Disability;

C. Emergency;

D. Military Service: or

E. Geographic Distance

Technology

A. The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any Councilor who requires TTY service, video relay service, or other form of adaptive communications.

(1) Telephone, Internet, or satellite-enabled audio or video conferencing;

(2) Any other technology that enables the remote participation and all persons present at the meeting location to be clearly audible to one another.

B. When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

C. The presiding officer may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to call a brief recess while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

D. All costs associated with remote participation, if any, shall be borne by the Councilor remotely participating.

Procedures

A. Any Councilor who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the presiding officer of his or her desire to do so and the reason for and facts supporting his or her request.

B. At the start of the meeting, the presiding officer shall the name of any member who will be participating remotely and the reason for his or her remote participation. This information shall be recorded in the meeting minutes.

C. All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

D. Any Councilor participating remotely may participate in executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location. Any Councilor participating remotely who cannot certify that no other person is present and/or able to hear the discussion at the remote location may not participate in executive session.

E. When feasible, the presiding officer shall distribute to remote participants, in advance of the meeting, copies of any documents of exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be a part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with Massachusetts General Law Chapter 30A Section 22.

Application

This rule shall apply to Council Committees.

Amendment

This section may not be amended unless it is in accordance with the Mayor's Remote Meeting Participation Policy, Massachusetts General Law Chapter 30A Sections 18-25 and 940 Code of Massachusetts Regulations 29.10.

45. MINUTES OF EXECUTIVE SESSION. The City Council shall create and maintain accurate minutes of all executive sessions in accordance with the following:

1. The minutes shall set forth the day, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes.

2. Any vote taken in an executive session shall be recorded by roll call and entered into the minutes.

3. The minutes of any executive session and the notes, or other materials used in the preparation of such minutes, and all documents and exhibits used at the session may be withheld from disclosure to the public in their entirety, according to the provisions of M.G.L. Chapter 4 § 7 (26) (a), as long as publication would defeat the lawful purposes of the executive session, but no longer.

4. Votes on minutes and amendments thereof will be done in executive session as well as votes to release minutes. Once back in regular session, president will announce the public release of executive session minutes.

5. The Council President, with the assistance of the Clerk of the Council and City Solicitor, shall, at reasonable intervals, not to exceed three months, review the minutes of executive sessions to determine if the relevant statutory provisions warrant continued nondisclosure. Such determination shall be announced at the City Council's next meeting and such announcement shall be included in the minutes of that meeting.

6. Upon request by any person to inspect or copy the minutes of an executive session or any portion thereof, the Council shall respond to the request within 10 days following receipt and shall release any such minutes that would not defeat the lawful purposes of the executive session.

7. Any notes, documents or other exhibits used in the preparation of the minutes of executive sessions shall be retained for at least 60 days following the approval of the minutes of the executive session by the Council. The Council President shall periodically review said notes and other documents prior to the discarding or destruction thereof.

APPENDICES

SPECIAL PERMIT GRANTING AUTHORITY

Purpose & Intent

These Bylaws and Rules of Procedure shall govern the operation of meetings and business before the Northampton City Council in carrying out its duties and responsibilities as assigned to it by the ordinances of the City of Northampton and the General Laws of the Commonwealth of Massachusetts. Where there appears any conflict between these Rules and either state laws or the City Charter, the Law and Charter shall govern.

For any item of parliamentary procedure not governed by these rules or by appropriate laws the provisions of Robert's Rules of Order (Revised) will govern.

Chair/Moderator

I. Selection of a Chair/Moderator

The City Council President will serve as the presiding officer of the hearing.

MEETINGS AND HEARINGS

II. Notice of Public Hearings

Notice of hearings shall be advertised as required by the provisions of General Law Chapter 40A. In addition to the legally required notices the City Council will make every effort to publish this notice broadly so the public will be fully informed, methods might include the City website, email distribution list and Northampton Community Television.

III. Calling of Public Hearing

All hearings held by the Council as a Special Permit Granting Authority Shall be open to the public.

IV. Public Hearings

1. Public hearings, when called, will be conducted in the following manner:
   A. The presiding officer will announce that it is time for a Public Hearing and will announce the subject of such hearing.
   B. The presiding officer will review evidence of adequate advertisement and legal notice and, if found to be appropriate and proper according to law, will have the advertisement read into the record. The presiding officer will then explain the procedure to be followed, including the time limits on speakers' and the fact that each speaker shall give his name and address for the record. By majority vote the City Council may extend the time granted to a particular speaker by the presiding officer. The chair may limit testimony that is repetitive.
   C. The presiding officer will report on any new or changed information pertinent to the subject, if any, and then have read into the record all memoranda, opinions, comments and recommendations or City departments or boards pertinent to the matter.
   D. The applicant will be given a reasonable amount of time to make a presentation regarding the matter.
   E. Other persons supporting the position of the proponents will then be allowed to express the fact of their support and to present such supportive information as was not included in the initial or previous presentations. A five-minute time limit shall apply but the Council could extend the time on a majority vote.
   F. Before opponents to an application or petition are called to speak, a member of the Council may move for invocation of a summary procedure and, if seconded and approved by a majority of the quorum, may subsequently move to deny the request made by the applicant, based on a finding that the evidence presented was not adequate to justify the request. If the motion for denial is then seconded and is approved by the quorum, the public hearing may be deemed complete.
   G. Those persons speaking in opposition to the position taken by the principal proponent are then allowed to speak, each being allowed to express the fact of his opposition and to present such supportive information as was not included in previous presentations before the Council. A five-minute time limit shall apply and the Council could extend the time on a majority vote.
   H. After all opponents have been heard, the presiding officer will then allow the proponent and or project staff person to respond to any issues/questions raised by the opponents.
   I. After the proponents have responded to the opponents, the opponents shall have an additional opportunity to respond, the presiding officer shall determine which opponent shall respond at which time. A three minute time limit shall apply but the Council may extend the time by majority vote. The motion to extend time is non-debatable.
   J. The presiding officer will then enter all documents received concerning the matter into the record. The applicant or project staff may then answer any questions raised in the letters.
   K. If new information is presented the presiding officer or the Council may allow additional time for the appropriate party to respond. Immediately or in writing later but before the close of the public hearing.

L. The presiding officer will then hear questions from the general public regarding aspects/issues that have not been addressed in previous testimony. The presiding officer shall refer questions to the appropriate person and may rule questions out of order if the subjects of the questions have already been addressed. Questions may also be submitted in writing.

M. At any point, a public hearing may be continued or postponed to a time, place and date certain, provided that these rules and procedures are adhered to when it is resumed, or may be continued or postponed to a time, place and date not certain, providing required advertising and notice procedures are followed to announce the time, place and date of resumption. Each meeting is a continuation of the same public hearing.

V. Votes of the Council

All votes for Special Permits shall require a 2/3 majority of the Council to pass.

Applications before the City Council

VI. Permit Applications

Applications for a Special Permit before the City Council shall be prepared in accordance with the procedures in the Northampton Zoning Ordinance and the instruction on and attached to the application form. Every application for action by the Council shall be made on the official application form, and as approved by the Council and adopted by reference in these Bylaws and Rules of Procedure.

ORDERS – COUNCIL COMMITTEES

Committee on Economic & Community Development, Housing and Land Use

A. Duties and Responsibilities.

(1)

The Committee on Economic & Community Development, Housing, and Land Use shall develop policies related to economic development, community services, housing, and land use. The Committee shall develop policies regarding public utilities that affect economic and community development, housing, and land use. The committee may work with regional bodies, institutions, and municipal Multiple Member Bodies relating to economic and community development, housing, and land use.

(2)

Relative only to:

Economic & Community Development, Housing, and Land Use:

The Committee may require a member of an appointed Multiple-Member Body or a city employee to appear before it to give any information that the committee may require in relation to the municipal services, functions, powers or duties which are within the scope of responsibility of that person and not within the jurisdiction of the school committee.

The Committee shall give a minimum of 7 days notice to a person it may require to appear before it under this section. The notice shall include specific questions on which the committee seeks information and no person called to appear before the Committee under this section shall be required to respond to any question not relevant or related to those questions presented in advance and in writing.

The city agencies may include but are not limited to: Planning Board, Office of Planning & Development, Conservation Commission, Community Preservation Committee, Transportation & Parking Commission, Economic Development Office or any coordinator, Community Development Block Grant administrators, Northampton Housing Authority, and Northampton Housing Partnership.

During all meetings, a representative from the Conservation Commission and the Planning Board will be recognized and have all rights to participate except the right to make motions and vote.

The Committee will notify the Mayor of any Information Request under this section.

(3)

The Committee may also request information from non-public or non-municipal organizations related to economic & community development, housing, and land use.

B. Membership. Membership shall consist of four City Councilors.

C. Meetings.

The Committee will meet as required by the City Council, the Committee's chair, or at the request of two members.

Finance Committee:

A. Duties and responsibilities

(1) The Finance Committee shall review all orders authorizing a loan, supplemental appropriation, or financial transfer submitted by the Mayor in accordance with such authority by either the Massachusetts General Laws, the Charter of the City of Northampton, or the Code of Ordinances of the City of Northampton and make recommendations on a course of action thereon to the City Council.

(2) The Finance Committee may, at the close of each municipal fiscal year, and as often as they may deem expedient, examine, and with the City Auditor, audit the books and accounts of the Treasurer; and for that purpose shall have access to all books and vouchers in the Treasurer's possession or in the possession of the Auditor or any other officer of the City. The Finance Committee and Auditor may also, at the close of each fiscal year, examine all notes or securities in the Auditor's possession, also all notes, bonds, or securities that may be in the hands of any other board or committee belonging to the City, and make a report thereof to the City Council.

(3) The Finance Committee shall review all proposals to sell or lease any City-owned land or building not put to public use that are submitted to the City Council for approval and all proposals to purchase or lease real property that are submitted to the City Council for approval. The Finance Committee shall make recommendations to the City Council on a course of action relative thereto. All instruments of conveyance and leases approved by the City Council shall be executed by the Mayor on behalf of the City unless otherwise provided by Massachusetts General Laws.

B. Membership. Membership shall consist of four City Councilors.

[Amended 2-7-2013]

C. Meetings. Ordinarily, the Committee shall hold a regular meeting once per month.

Committee on Hearings, Investigations, and Practices

A. Duties and Responsibilities.

(1)

The Committee on Hearings, Investigations, and Practices shall have the power to prepare hearings, forums, and community dialogues on any matter. The Committee shall also conduct investigations into city agencies or Multiple Member Bodies when given a referral to do so from the City Council. The Committee may write reports to the City Council or Mayor on municipal best practices. The Committee may work with regional bodies, institutions, and municipal Multiple Member Bodies relating to hearings, investigations, and practices.

(2)

Relative to any matter referred by the City Council or being investigated,

The Committee may require a member of an appointed Multiple-Member Body or a city employee to appear before it to give any information that the committee may require in relation to the municipal services, functions, powers or duties which are within the scope of responsibility of that person and not within the jurisdiction of the school committee.

The Committee shall give a minimum of 7 days notice to a person it may require to appear before it under this section. The notice shall include specific questions on which the committee seeks information and no person called to appear before the Committee under this section shall be required to respond to any question not relevant or related to those questions presented in advance and in writing.

The Committee will notify the Mayor of any Information Request under this section.

(3)

The Committee may also request information from non-public, non-municipal, or regional organizations.

B. Membership. Membership shall be one City Councilor as Chair; Council President shall name other City Councilors as Ad-Hoc Committee members, determined by the nature of the hearing, investigation, and/or practice to be reviewed.

C. Meetings.

The Committee will meet as required by the City Council, the Committee's chair, or at the request of two members.

Committee on Public Safety

A. Duties and Responsibilities.

(1)

The Committee on Public Safety shall develop policies related to public safety. The committee shall review and, when allowed by charter or state law, participate in the development of all master plans relating to public safety. The committee may work with regional bodies, institutions, and municipal Multiple Member Bodies relating to public safety.

(2)

Relative only to:

Public Safety:

The Committee may require a member of an appointed Multiple-Member Body or a city employee to appear before it to give any information that the committee may require in relation to the municipal services, functions, powers or duties which are within the scope of responsibility of that person and not within the jurisdiction of the school committee.
The Committee shall give a minimum of 7 days notice to a person it may require to appear before it under this section. The notice shall include specific questions on which the committee seeks information and no person called to appear before the Committee under this section shall be required to respond to any question not relevant or related to those questions presented in advance and in writing.

The city agencies may include but are not limited to: Police, Fire, EMS, Dispatch, Public Works, Public Health, Building Inspection, and Central Services.

The Committee will notify the Mayor of any Information Request under this section.

(3)

The Committee may also request information from non-public, non-municipal, or regional organizations related to public safety.

B. Membership. Membership shall consist of four City Councilors.

C. Meetings.

The Committee will meet as required by the City Council, the Committee's chair, or at the request of two members.

Committee on Rules, Orders, Appointments, and Ordinances

A. Duties and Responsibilities.

(1)
The Committee on Rules, Orders, Appointments, and Ordinances shall have the power to make recommendations on the rules of the City Council. The Committee shall also make recommendations on all proposed city ordinances, in consultation with the City Solicitor. The Committee shall have the power to hold hearings on any matter within its purview. All appointments to be confirmed by the City Council will first be referred to the Committee for evaluation and recommendation, unless the relevant council rule on referrals is suspended. The Committee may work with regional bodies, institutions, and municipal Multiple Member Bodies relating to city rules, orders, appointments and ordinances.

(2)

Relative only to:

Rules, Orders, Appointments, and Ordinances

The Committee may require a member of an appointed Multiple-Member Body or a city employee to appear before it to give any information that the committee may require in relation to the municipal services, functions, powers or duties which are within the scope of responsibility of that person and not within the jurisdiction of the school committee. The Committee may require information from any city agency.

The Committee shall give a minimum of 7 days notice to a person it may require to appear before it under this section. The notice shall include specific questions on which the committee seeks information and no person called to appear before the Committee under this section shall be required to respond to any question not relevant or related to those questions presented in advance and in writing.

The Committee will notify the Mayor of any Information Request under this section.

(3)

The Committee may also request information from non-public, non-municipal, or regional organizations related to city rules, orders, appointments, and ordinances.

B. Membership. Membership shall consist of three City Councilors.

C. Meetings.

The Committee will meet as required by the City Council, the Committee's chair, or at the request of two members.

Committee on Social Services, Veterans, Culture, and Recreation

A. Duties and Responsibilities.

(1)

The Committee on Committee on Social Services, Veterans, Culture, and Recreation shall develop and recommend policy for social services, veterans, culture, and recreation offered and facilitated by the City. The committee may work with regional bodies, institutions, and municipal Multiple Member Bodies.

(2)

Relative only to:

Social Services, Veterans, Culture, and Recreation

The Committee may require a member of an appointed Multiple-Member Body or a city employee to appear before it to give any information that the committee may require in relation to the municipal services, functions, powers or duties which are within the scope of responsibility of that person and not within the jurisdiction of the school committee.

The Committee shall give a minimum of 7 days notice to a person it may require to appear before it under this section. The notice shall include specific questions on which the committee seeks information and no person called to appear before the Committee under this section shall be required to respond to any question not relevant or related to those questions presented in advance and in writing.

The city agencies may include but are not limited to: Commission on Disabilities, Human Rights Commission, Council On Aging, Veterans Affairs Office, Youth Commission, Arts Council, Forbes Library, Lilly Library, any Public Art Committee, the Recreation Commission, the Recreation Department, and the Department of Public Works Parks Division.

The Committee will notify the Mayor of any Information Request under this section.

(3)

The Committee may also request information from non-public, non-municipal, or regional organizations related to culture, recreation, veterans, and social services.

B. Membership. Membership shall consist of three City Councilors.

C. Meetings.

The Committee will meet as required by the City Council, the Committee's chair, or at the request of two members.