

THE CITY OF WARWICK
STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RESOLUTION OF THE CITY COUNCIL

No. Date

Approved.....Mayor

RESOLUTION ADOPTING THE RULES OF THE CITY COUNCIL
FOR 2009 – 2010

RESOLVED, that

1 the following Rules be and they are hereby adopted as the rules of the City Council for
2 the ensuing term 2009 - 2010.

3
4 **RULE 1.** The President shall preside. In the absence of the President, the Council shall elect the
5 President Pro-Tem to act as President for the time being.

6
7 **RULE 2.** The City Council shall hold its regular meetings, both business and public hear-
8 ing, in the Council Chambers located at the Warwick City Hall at 7:00 p.m. on the second and
9 third Monday in each month, except in April, 2009 when the Regular Business Meeting shall be
10 held on the first Monday of the month. If any regular meeting day shall fall on a legal holiday,
11 the meeting shall be held on the following Wednesday.

12
13 **RULE 3.** (a) There shall be two regular monthly docketing sessions which shall be at the
14 conclusion of the Regular Business Meeting and of the Public Hearing Meeting.

15
16 (b) There shall be one regular meeting in July and August that combines the Regular
17 Business Meeting and the Public Hearing Meeting to be held on the second Monday of the
18 month of July and the third Monday of the month of August.

19
20 (c) Items being docketed shall be announced by the Council Member wishing to docket
21 the same, whereupon the President shall announce that the item is docketed and it shall be re-
22 ferred by the President to an appropriate committee for study. The committee to which the item
23 is referred shall report on the same with its recommendations at the next regular business meet-
24 ing following the completion of its study and adoption of its report and recommendations.

25
26 (d) Any citizen of the City of Warwick may request to be heard on any docketed resolu-
27 tion or ordinance prior to passage by the City Council. Upon receipt of such request, the Council
28 President shall refer the requesting citizen to the committee to which the proposed resolution or
29 ordinance has been referred and the citizen shall be granted an opportunity to appear before the
30 committee at its scheduled committee meeting, to present his or her views relative to the pro-
31 posed resolution or ordinance.

32
33 The committee may recommend to the Council President, as soon as possible after its
34 committee meeting, that the citizen be given an opportunity to appear and speak before the entire
35 City Council when, in its judgment and by majority vote, such presentation by the requesting
36 citizen is warranted to aid the City Council in its deliberations. The recommendation of the
37 committee shall be transmitted to the City Council. Upon favorable majority vote of the City
38 Council, the citizen shall be permitted to appear at a regular or special session, at a time, place,
39 and duration to be determined by the Council President, to present his or her views on the dock-
40 eted resolution or ordinance.

41
42 **RULE 4.** The President shall take the chair at the hour designated for the meeting of the City
43 Council, and shall promptly call the members to order. A majority of all members of the City
44 Council shall constitute a quorum. A less number of members of the City Council than a quo-
45 rum, may adjourn from time to time and compel the attendance of absent members in such man-
46 ner and under such penalties as may be prescribed by Ordinance. The President shall preserve
47 decorum and order and shall decide all questions and points of order subject to an appeal to the

1 City Council by any one member. No other business shall be in order until the question on ap-
2 peal shall have been decided by a majority of the members present. The President may speak on
3 general questions as other members. In the absence of the President, the President Pro-Tem shall
4 preside and shall exercise all the powers and perform all the duties of the President. Seating as-
5 signments of Council members on the Council floor for meetings during the term shall be deter-
6 mined and assigned by the Council President.

7
8 **RULE 5.** The President of the City Council shall distinctly put every question. On all Ordin-
9 ances, Resolutions and questions in relation to and involving the expenditure of City Funds, the
10 selling and leasing of City Property, acting on the Mayor's veto and the confirmation of ap-
11 pointments, the vote shall be by roll call. The "Yeas" and "Nays" of the members of the Council
12 shall be taken and entered on the records of said City Council. After a roll call vote has been
13 ordered, said roll call shall not be interrupted, delayed or stopped by the President or any mem-
14 ber of the City Council for any reason whatsoever, including points of order, personal privileges
15 or for a member to explain his vote. After the roll call and before the President announces the
16 results, members may change or explain their vote. All roll calls shall be taken alphabetically,
17 except that the name of the President of the Council shall be called first. In case of a tie vote, the
18 motion is not carried or passed. No motion shall be debated until it has been seconded. Any mo-
19 tion may be withdrawn by the mover at any time before the taking of a vote thereon or before an
20 amendment is made to such motion. Any petition for abandonment shall require passage at two
21 Council sessions before approval shall become effective.

22
23 **RULE 6.** It shall not be necessary for a proposed Ordinance or Resolution to be read in full
24 when presented on the Council floor for consideration. It shall be sufficient for such proposed
25 ordinance or resolution to be considered by title and proposal number as assigned by the City
26 Clerk pursuant to Rule No. 15 provided however, that a majority of members present may re-
27 quest that a proposed Ordinance or Resolution be read in full prior to consideration by the Coun-
28 cil.

29
30 **RULE 7.** Members desiring to speak shall address the President, and after their right to speak
31 has been recognized, they shall not be interrupted while speaking, except by a call to order, or
32 for the correction of a mistake, or to yield to a member. They shall confine their remarks to the
33 question under debate and shall avoid personalities. No member shall speak more than once on
34 the same question, until all other members desiring to speak thereon shall have done so. There
35 shall be no conversation among members while a member is speaking, while a roll call is being
36 taken, while any paper is being read or while a question is being stated by the President.

37
38 **RULE 8.** The President shall enforce order and decorum among persons outside the rail and any
39 person addressing the City Council by permission or by request shall, while speaking, be subject
40 to the same rules and shall be entitled to the same privileges of order as pertain to a member of
41 the City Council provided however, that a member of the City Council may interrupt such
42 speaker for the purpose of asking a question or of obtaining information. No persons, other than
43 members of the City Council, members of the City Clerk's Office, members of the City Ser-
44 geant's Office, members of the Law Department and members of the press shall be allowed in-
45 side the rail and on the floor of the City Council without receiving an invitation from the Presi-
46 dent or from a member of the City Council, through and with the approval of the President. On
47 request of a majority of the members of the City Council, a department head or any employee of
48 the City of Warwick shall appear before the City Council to answer questions of members and
49 explain any matter members may desire information about. No person within the rail shall speak
50 unless requested to do so by the Council President.

51
52 **RULE 9.** The Order of Precedence of motions shall be as follows:

- 53
54 1. Fix the time at which to adjourn.
55 2. Adjourn
56 3. Take a recess.
57 4. Raise a question of privilege.
58 5. Lay on the table.
59 6. Suspension of the rules.
60 7. Previous question.
61 8. Limit or extend limits of debate.

- 1 9. Postpone to a certain time.
- 2 10. Commit or refer.
- 3 11. Amend.
- 4 12. Postpone indefinitely.
- 5 13. A main motion.

6
7 The lowest in rank being at the last of the list, and the highest in rank being at the begin-
8 ning of the list. When any one of them is immediately pending, the motions before it on said list
9 are in order and shall be acted upon first, and those below are out of order.

10
11 **RULE 10.** The following motions shall be undebatable:

- 12
- 13 1. Fix the time at which to adjourn.
- 14 2. Adjourn.
- 15 3. Take a recess.
- 16 4. Raise a question of privilege.
- 17 5. Lay on the table.
- 18 6. Suspension of the rules.
- 19 7. Previous question.
- 20 8. Limit or extend limits of debate.

21
22 **RULE 11.** The following motions only can be amended:

- 23
- 24 1. Fix the time at which to adjourn.
- 25 2. Take a recess.
- 26 3. Postpone to a certain time.
- 27 4. Commit or refer.
- 28 5. Amend.
- 29 6. A main motion.

30
31 **RULE 12.** Votes on the following motions cannot be reconsidered:

- 32
- 33 1. Adjourn.
- 34 2. Take a recess.
- 35 3. Lay on the table
- 36 4. Take from the table.
- 37 5. Suspend the rules or order of business.
- 38 6. Reconsider, including the reconsideration of a Resolution or
39 Ordinance vetoed by the Mayor.

40
41 **RULE 13.** When a vote has been passed, it shall be in order for any member voting with the
42 prevailing side to move a reconsideration thereof, in accordance with the provisions of these
43 rules, at either the same or next subsequent meeting. The same Ordinance, Resolution, paper or
44 vote shall come but once before the City Council for reconsideration. A motion for reconsidera-
45 tion must be seconded by a member of the prevailing side and must be voted upon at the same
46 meeting in which it was made. If the motion for reconsideration is made at the next subsequent
47 meeting and adopted, then the vote on the merits of the matter being reconsidered shall be dock-
48 eted and voted upon at the following meeting, unless notice of the reconsideration matter was
49 posted in accordance with the Open Meetings Law, in which case the vote on the merits of the
50 matter being reconsidered shall take place at the same meeting as motion for reconsideration was
51 adopted.

52
53 **RULE 14 A.** The order of business at regular or special public hearing meeting shall be as fol-
54 lows:

- 55
- 56 1. Executive communications
- 57
- 58 2. Consent Calendar: Resolutions relative to bids

59
60 Procedure for Consent Calendar:

61

1 a) In the order set forth above, the Council President shall request
2 the Chairperson of the Committee referring said matters to the full Council to move for
3 favorable action on the items to be considered on the Consent Calendar. Only items be-
4 ing recommended for favorable action may be placed on the Consent Calendar. Items
5 not receiving a favorable action recommendation from the Committee must be considered
6 separately by the Council, immediately following the vote on the Consent Calendar.
7

8 b) Upon receiving a second to the motion for favorable action, the Council Pres-
9 ident shall request the Chairperson of the Committee to describe the items recommended
10 for action on the Consent Calendar.
11

12 c) Prior to voting on the Consent Calendar, a member of the City Council may
13 request that item(s) on the consent calendar receive separate consideration by the City
14 Council, in order to allow for discussion of the item or to cast a dissenting vote or to ab-
15 stain on the item. There shall be one roll call vote on the Consent Calendar, which shall
16 be deemed to be a vote on each of the items on the calendar. Any item removed from the
17 calendar for separate consideration, shall be taken up and voted upon immediately fol-
18 lowing the vote on the Consent Calendar.
19

20 3. Unfinished Business, to include:
21

- 22 a. Second passage of ordinances not tabled.
- 23 b. First passage of ordinances not tabled.
- 24 c. Resolutions
- 25 d. Referred business

26
27 1. Public hearings and actions thereon not initiated by petition or
28 application.
29

30 2. Public hearings and actions thereon initiated pursuant to petition or ap-
31 plication.
32

33 a. Should any petition for change of zone brought pursuant to the
34 Zoning Ordinance of the City of Warwick be denied or withdrawn,
35 no petition seeking the same change of zone for the same or sub-
36 stantially the same land shall come before the Council for public
37 hearing within one year from the date of such denial or withdraw-
38 al.
39

40 b. Any petition, application or abandonment, other than a petition
41 seeking a change of zone which is denied or withdrawn may not
42 come before the City Council within one (1) year from the date of
43 such denial or withdrawal. All withdrawals shall be treated as a
44 denial.
45

46 c. Upon withdrawal of petitions, any person who is in opposition
47 to such petition shall be able to sign a sheet furnished by the City
48 Clerk indicating their objection, which shall then be included in
49 the official record of the Council meeting.
50

- 51 e. Reports of Committees on items referred and previously tabled.
- 52 f. Removal of items from the table.
- 53 g. Action on items removed from the table

54
55 4. New Business, to include:
56

- 57 a. Reports of Committees on new items referred at the preceding docket session.
 - 58 b. Action on newly docketed items.
- 59
60

1 Provided however, that at all special meetings the special business for which such meet-
2 ing is called shall be first in order, and shall be taken up and exclusively considered until it is
3 finally acted upon at such meeting. No un- docketed business shall be acted upon or considered
4 at meetings except by unanimous consent of the Council Members present subject to compliance
5 with the Open Meetings law.
6

7 **RULE 14 B.** The order of business at regular or special business meetings shall be as follows:
8

9 1. Executive communications.
10

11 2. Consent Calendar:

- 12 Resolutions relative to bids
- 13 Resolutions relative to traffic studies
- 14 Omnibus Resolution of Congratulations and
- 15 Condolences
- 16 Resolution relative to street lights
- 17 Resolution relative to claims
- 18 Resolution relative to tax abatements

19
20 Procedure for Consent Calendar:

21
22 a) In the order set forth above, the Council President shall request the Chairper-
23 son of the Committee referring said matters to the full Council to move for favor-
24 able action on the items to be considered on the Consent Calendar. Only items
25 being recommended for favorable action may be placed on the Consent Calendar.
26 Items not receiving a favorable action recommendation from the Committee must
27 be considered separately by the Council, immediately following the vote on the
28 Consent Calendar.
29

30 b) Upon receiving a second to the motion for favorable action, the Council Pres-
31 ident shall request the Chairperson of the Committee to describe the items rec-
32 ommended for action on the Consent Calendar.
33

34 c) Prior to voting on the Consent Calendar, a member of the City Council may
35 request that item(s) on the consent calendar receive separate consideration by the
36 City Council, in order to allow for discussion of the item or to cast a dissenting
37 vote or to abstain on the item. There shall be one roll call vote on the Consent
38 Calendar, which shall be deemed to be a vote on each of the items on the calen-
39 dar. Any item removed from the calendar for separate consideration, shall be tak-
40 en up and voted upon immediately following the vote on the Consent Calendar.
41

42 3. Unfinished Business, to include:

- 43
- 44 a. Second passage of ordinances not tabled.
- 45 b. First passage of ordinances not tabled.
- 46 c. Resolutions
- 47 d. Reports of Committees on items referred and previously tabled.
- 48 e. Removal of items from the table.
- 49 f. Action on items removed from the table.

50
51 4. New Business, to include:

- 52
- 53 a. Reports of Committees on new items referred at the preceding docket
54 session
- 55 b. Action on newly docketed items

56
57 Provided however, that at all special meetings the special business for which such meet-
58 ing is called shall be first in order, and shall be taken up and exclusively considered until it is
59 finally acted upon at such meeting. No undocketed business shall be acted upon or considered
60 at meetings except by unanimous consent of the Council Members present subject to compliance
61 with the Open Meetings law.

1
2 **RULE 14 C.** Unanimous Consent. No undocketed business shall be acted upon or considered at
3 meetings except by unanimous consent of the Council Members present and after compliance
4 with the notice and other provisions of the Open Meetings Law. Any member desiring to place
5 an item before the Council under unanimous consent shall cause notice of the matter to be posted
6 in compliance with the provisions of the Open Meetings Law and at the meeting the member
7 shall state the title and give a brief description of the item. The Council President shall then in-
8 quire if there be an objection from any member to the item's consideration under unanimous
9 consent. If there be no objection, the Council President shall assign a docket number to said
10 item and the moving Council Member may move said item for action. If there be objection, the
11 item shall not be assigned a docket number and shall not be considered under unanimous con-
12 sent.

13
14 **RULE 15 A.** Council Meeting and Dockets.

15
16 Within twenty-four (24) hours after a docket session, the City Clerk shall prepare and
17 cause to be printed a docket on which there will be a definite statement of all ordinances, resolu-
18 tions, orders and any other business to be considered at each meeting of the City Council. The
19 docket shall include: the title of the proposed ordinance, resolution or order; a brief description
20 of its contents; the name of the Council Member proposing same; and the Committee to which
21 said matter has been referred.

22
23 In said preparation, the City Clerk shall assign to all proposed resolutions and ordinances
24 a "Proposed Resolution Number" or "Proposed Ordinance Number" as the case may be. Such
25 numbers shall be in addition to the docket numbers assigned each item and may be designated as
26 "PCR" or "PCO" numbers, respectively. Such "PCR" or "PCO" numbers together with the title
27 of the proposed resolution or ordinance to be assigned as herein provided, shall be the official
28 designation for the resolution or ordinance to which it is assigned at all stages of proceedings
29 prior to its becoming effective. Upon becoming effective, the City Clerk may assign to such res-
30 olution or ordinance any number consistent with the indexing and filing requirements of the
31 Clerk's Office.

32
33 Only five public hearings, plus any previously docketed public hearings, shall be sche-
34 duled for a single City Council meeting, provided however, additional public hearings may be
35 scheduled if a public hearing is required to comply with deadlines imposed by law or regulations
36 and provided further that additional public hearings may be scheduled, if in the discretion of the
37 Council President, additional public hearings will not inconvenience the public. This rule shall
38 not apply to matters currently pending or filed with the City Council

39
40 The Mayor and Members of the Council having ordinance, resolutions, orders, reports
41 and other business to present to the Council for consideration, other than executive communica-
42 tions and the reports of committees regarding items appearing upon the docket which have been
43 referred to the reporting committee, shall submit a brief outline of said ordinance, resolution, or-
44 der, or report, that the same may be printed on the docket.

45
46 It shall be the responsibility of the Council Solicitor to prepare a complete draft of the
47 proposed item, including its title, and to present the same to the City Clerk by 1 o'clock p.m. of
48 the 12th day preceding the regular business session or the 5th day preceding the regular public
49 hearing session, whichever shall apply. The City Clerk shall make the said draft available to the
50 sponsoring council member who shall return it to the City Clerk's Office in final form by 1
51 o'clock p.m. on the 10th day preceding the regular business session. If the regular business
52 meeting is rescheduled due to a holiday, then the items for the public hearing meeting need not
53 be presented to the City Clerk until the 4th day preceding the regular public hearing meeting.

54
55 The Council's legislative counsel shall draft all ordinances and resolutions utilizing a
56 system whereby the text of a proposed new ordinance shall be underlined; any amendment to any
57 existing ordinance will provide for new language to be added to be underlined and any language
58 to be deleted shall be crossed through. All proposed ordinances and resolutions shall be printed
59 on paper delineating line numbers for ease in reference to specific parts of the proposed ordin-
60 ance or resolution.

1 No items or business shall be considered as having been introduced unless it shall have
2 been so presented at the docket session and ordered to appear on the printed docket, as is so pre-
3 pared and presented in final and complete proposed form to the City Clerk all as required by
4 these rules, unless the Council by the unanimous vote of those present shall allow the introduc-
5 tion of such from the floor without it having been so presented, docketed, prepared and presented
6 to the City Clerk.

7
8 The City Clerk shall cause to be prepared copies of the docket and copies of each item
9 thereon in final and complete form and shall cause a copy of said docket and of each of said
10 items to be delivered to each member of the Council by 8 o'clock p.m. on the 10th day preceding
11 the business session. Items docketed for the public hearing shall be mailed by 8 o'clock of the
12 5th day preceding the public hearing session, unless the business meeting was rescheduled due to
13 a holiday, in which case the items docketed for the public hearing meeting shall be mailed by 8
14 o'clock of the 4th day preceding the public hearing session.

15
16 All petitioners for matters to be heard at the public hearing shall provide eleven (11) cop-
17 ies of reports and other exhibits to be presented at the public hearing, to the City Clerk at least
18 ten (10) days in advance of the public hearing so that the City Clerk can mail said items with the
19 docket for the public hearing meeting. This requirement to pre-submit reports and exhibits shall
20 not preclude a petitioner from submitting amended or revised reports and exhibits at the public
21 hearing.

22
23 On the day of mailing of said docket, the City Clerk shall cause to be posted on a bulletin
24 board in the lobby of City Hall a copy of the docket as delivered to the Council Members. On
25 the date of the business session or public hearing, as the case may be, the City Clerk shall cause
26 to be printed and available a sufficient number of copies of the docket for the benefit of the pub-
27 lic who may be in attendance at such Council meeting.

28
29 **RULE 15 B.** Applications under the "Wetlands Act" (G.L. 2-1-1 et seq. As amended).

30
31 1. All applications for approval to alter wetlands pursuant to Chapter 2-1 of the General
32 Laws of Rhode Island, as amended, shall be accompanied by a list of all abutting property own-
33 ers within two hundred (200') feet of the property in question. Upon receipt of such an applica-
34 tion, the City Clerk shall forward the same to each member of the Council. The Clerk shall also
35 refer the application to the Planning Board, which agency shall make a study of such application
36 and report its findings and recommendations as soon as possible prior to the scheduled public
37 hearing.

38
39 2. The City Clerk shall immediately docket the application for public hearing at the
40 earliest regular or special scheduled meeting of the City Council, consistent with the notice re-
41 quirements as set forth in this section.

42
43 At least seven (7) days prior to such public hearing, the City Clerk shall cause notices of
44 the scheduled public hearing to be sent to the petitioner and all abutting property owners within
45 the two hundred (200') feet of the property in question and shall cause a notice of the scheduled
46 public hearing to be advertised in a newspaper of general circulation in the City of Warwick. All
47 costs incurred by the City Clerk in sending notices and advertising of the scheduled public hear-
48 ing as provided herein shall be assessed to and paid by the applicant.

49
50 3. In the event any application for approval to alter wetlands is withdrawn or denied,
51 no application seeking approval to alter the same or substantially the same wetland shall come
52 before the City Council for public hearing within one (1) year from the date of such denial or
53 withdrawal.

54
55 4. After final action by the City Council at the public hearing, the City Clerk shall
56 cause a notice of such action to be sent to the Department of Environmental Management of the
57 State of Rhode Island provided however, that final action by the City Council in recommending
58 wetlands applications shall be contingent on no changes being made in the application or plans
59 presented in conjunction with said application after passage of a recommendation by the City
60 Council and that a statement to this effect be included in each resolution adopted in connection
61 therewith.

1
2 **RULE 16.** Upon adoption of a motion to reconsider any ordinance or resolution, vetoes or dis-
3 approval of any separate appropriation item or items vetoed or reduced by the Mayor, the City
4 Council may reconsider the same, provided that said motion shall be adopted and the reconside-
5 ration of such ordinance, resolution or appropriation item be taken up and voted upon at the next
6 regular or special meeting immediately following the Mayor's transmittal of the same to the City
7 Clerk. If, upon reconsideration, six members shall vote in favor of passage, such ordinance, res-
8 olution or appropriation item shall become effective notwithstanding the Mayor's action in re-
9 gard thereto. If said ordinance, resolution or appropriation item is not reconsidered and adopted
10 as provided herein, the measure or item shall be lost, or stand reduced, as the case may be. The
11 vote upon such motion and reconsideration shall be by roll call.

12
13 **RULE 17.** (a) All ordinances and resolutions involving the purchase or acquisition of land or
14 the sale or leasing of City owned land or tax sale land, or the change of the zoning Ordinance
15 shall be accompanied by a blueprint or plan showing the location, area and other necessary de-
16 tails of the same and copies of such blueprint or plan shall be furnished each member of the City
17 Council at least five (5) days prior to the meeting at which such matter shall be acted upon.

18
19 In addition, whenever a petitioner petitions for a change of zone, and such petition in-
20 volves the rezoning of a portion of a lot, it shall be the responsibility of the petitioners, at least
21 five (5) days prior to the hearing thereon, to prepare and submit to the City Clerk a metes and
22 bounds description of the portion of said lot sought to be included in the change of zone.

23
24 (b) The City Treasurer shall prepare completed packages on all matters concerned with
25 the sale or leasing of land to the City Clerk at least seven (7) days prior to the regular business
26 meeting at which such matters shall be acted upon, and the City Clerk shall mail copies of these
27 completed packages to all members of the City Council at least five (5) days prior to said meet-
28 ing at which such matters shall be acted upon.

29
30 **RULE 17.1.** (a) No petition for change of zone shall come before the City Council for hearing
31 until Petitioners have submitted and had considered by the Planning Board a specific plan in-
32 cluding all necessary elements including, but not limited to, drainage, traffic, easements, parking
33 and physical location of the planned project on the subject parcel.

34
35 (b) Whenever a public hearing on a petition for a change of zone or an amendment to the
36 Comprehensive Plan is continued beyond a second scheduled City Council meeting and the con-
37 tinuance is requested by or caused by the Petitioner, for the third meeting and for each subse-
38 quent meeting at which the matter is scheduled for public hearing, the petitioner shall send notice
39 by mail to the abutters in the same form and manner as was done by the City Clerk for the initial
40 public hearing. The cost of the additional mail notices and advertising shall be paid by the peti-
41 tioner. At least three days prior to the scheduled public hearing, the petitioner shall file with the
42 City Clerk an affidavit of compliance with this rule, a copy of the notice which was mailed and
43 the return receipts for the notices.

44
45 **RULE 18.** There shall be biennially appointed immediately after the organization of the City
46 Government the following Standing Committees of the City Council, the members of which shall
47 hold office on such committees until the expiration of the period for which such members are
48 elected to the City Council and until the expiration of the current municipal terms, namely:

- 49
50 a. Finance Committee
51 b. Public Properties, Land Use Committee and Community Affairs
52 c. Public Safety Committee
53 d. Ordinance Committee
54 e. Intergovernmental Relations Committee
55 f. Appointments Committee
56 g. Economic Development Committee

57
58 For the purpose of this Rule, consideration shall mean a vote on (i) a motion to report the
59 resolution or ordinance to the Council with the recommendation of favorable action, (ii) a mo-
60 tion to report the resolution to the Council with the recommendation of unfavorable action, (iii)
61 no recommendation, (iv) a motion to report the resolution or ordinance to the Council as being

1 held in committee for further study for one (1) week or one (1) month. No resolution or ordin-
2 nance having been referred to any committee shall be tabled or held in committee indefinitely, and
3 upon the written request of the principal sponsor of said proposed Resolution or Ordinance to the
4 Council President, shall be discharged to the Council floor with one of the above recommenda-
5 tions for consideration and vote by the Council at the meeting scheduled two months after the
6 meeting at which the request was submitted.

7
8 The several committees shall consider all matters referred thereto and, in general, subject
9 to the provisions of Rule No. 3 governing referral to the committee, the committees shall have,
10 respectively, the following duties and areas of consideration.

11
12 **Finance Committee**

13
14 1. All reports of the Finance Director, City Treasurer, City Assessor and all matters rela-
15 tive to the City debt or to the revenue and expenditures of the City. It shall be their duty to re-
16 port to the Council from time to time their opinion on such matters herein mentioned and such
17 propositions relative thereto as to them shall seem expedient.

18
19 2. All matters pertaining to education in any form and any matters relative to libraries.

20
21 **Public Properties, Land Use Committee and Community Affairs**

22
23 1. All matters relating to the maintenance, erection, location and repair of City property
24 and buildings, the sale or exchange of tax title or surplus City property, the leasing of real and
25 personal property by the City of Warwick, excluding matters which are properly cognizable
26 within the jurisdiction of any other committee as herein defined or any other City board or agen-
27 cy.

28
29 2. All requests from various bureaus, fraternal and other organizations and all matters re-
30 lating to City playgrounds and recreations.

31
32 3. All matters relating to health, transportation of garbage, dumps, camps, parks, the
33 keeping and sale of milk, the care of the sick, etc.

34
35 4. All matters relating to the use of land, building or buildings, location, construction,
36 petitions for rezoning, applications for approval to alter wetlands under the Wetlands Act, so-
37 called, and petitions to abandon public highways within the City.

38
39 5. All matters relating to the protection, development, regulation and use of the natural
40 shore, harbors, and park resources of the City of Warwick.

41
42 **Public Safety Committee**

43
44 1. All matters relating to claims against the City arising from damage done by animals,
45 or arising from damage to property, or on account of injury to persons, and all matters pertaining
46 to the Police Department.

47
48 2. All matters relative to street lighting and pole locations, all matters relative to the Fire
49 Department, the location of street hydrants and fire alarm signals, the extension of the water sys-
50 tem, and the storage of petroleum products, hydro carbons or other hazardous materials, includ-
51 ing hazardous waste.

52
53 **Ordinance Committee**

54
55 1. All proposed ordinances, including matters which would otherwise be referred to
56 another committee, except ordinances relating to expenditure of City funds or financial matters.

57
58 **Intergovernmental Relations Committee**

59
60 1. Shall act as Council liaison between other City and State agencies such as the School
61 Department, General Assembly, Charter Commission, and other agencies as required.

1
2 2. All matters relating to litigation, all matters relating to public service corporations and
3 the relationship between Warwick and other cities and towns.
4

5 3. All matters relating to changes in the Warwick Code of Ordinances or the City Char-
6 ter, but excluding those matters specifically relating to the City debt, revenue or expenditures of
7 the City. All matters relative to the jurisdiction or operation of the Municipal Court.
8

9 **Appointments Committee**

10
11 1. Shall review all appointments requiring Council Approval.
12

13 **Economic Development Committee**

14
15 1. All matters relative to job creation, establishment of new businesses or expansion of
16 existing businesses in the City of Warwick other than those matters under the jurisdiction of the
17 Land Use Committee or Finance Committee, and all matters relative to economic development.
18

19 **RULE 19.** Each of the said Standing committees shall consist of three members of the City
20 Council, of which at least one member thereof shall be a member of the party having a minority
21 of the Council. Said three members of said Standing Committees of the City Council shall be
22 appointed by the President of the City Council, and a list of the members appointed to each
23 Committee shall be filed by the President with the City Clerk. The President and the President
24 Pro Tempore of the City Council shall serve ex officio as a member of all Standing Committees
25 but shall not have any vote on committee business, provided that, in the absence of a member of
26 the Standing Committee, the President Pro Tempore may serve on said committee as a voting
27 member, and provided further that in the absence of both a member of the Standing Committee
28 and/or the President Pro Tempore, the President may serve on said committee as a voting mem-
29 ber.
30

31 **RULE 20.** The member first named on a committee shall be the chairman thereof, and in case of
32 his resignation or inability, the other members, in the order in which they are named, shall act as
33 chairman. A written record of all committee's proceedings shall be maintained. All committee
34 meetings shall be called for the transaction of committee business by the respective chairman of
35 said committees. The Chairman shall call a meeting of any committee when a majority of the
36 members of said committee request such a meeting.
37

38 **RULE 21.** From and after the time any member of any committee of the City Council ceases to
39 be a member of the City Council, the member shall thereupon cease to be a member of such
40 committee, and vacancy on such committee so created shall be filled by appointment made by
41 the presiding officer of the City Council. All vacancies on committees caused by death, resigna-
42 tion or temporary disability of a member, or any other cause shall be filled by the President of
43 the City Council.
44

45 **RULE 22.** Whenever a member of any committee of the City Council shall be called into mili-
46 tary service which may interfere with the member's duties as a member of such committee, the
47 President of the City Council may appoint some other member thereof to act as a member of
48 such committee pro tempore, and during the absence of such member, the member pro tempore
49 shall exercise all the powers and be subject to all the duties of such absent member. The powers
50 and duties of such pro tempore member shall forthwith cease whenever said original member
51 shall report to the President and to the City Clerk that military duties will no longer interfere
52 with duties as a member of such committee.
53

54 **RULE 23.** All persons who testify regarding petitions for Wetlands approval, abandonment or
55 change of zone pending before the City Council shall offer such testimony under oath or affirma-
56 tion, whenever required by the Council President.
57

58 **RULE 24.** The City Council is a continuing body, and unfinished business pending before it
59 shall not lapse or go down with the Council year, but all pending business before the City Coun-
60 cil, or any committee thereof, at the termination of any Council year shall be considered as pend-
61 ing before the City Council of the next succeeding Council year, or the corresponding committee
62 thereof and may be acted upon and disposed of by the Council of such succeeding year in the

1 same manner and with the same effect as if no change in such City Council had taken place, by
2 the expiration of a Council year.

3
4 **RULE 25.** The foregoing rules shall not be altered, amended, suspended, or repealed at any time
5 except by the vote of the majority of the whole number of members elected to the City Council.
6

7 **RULE 26.** Notwithstanding anything to the contrary in these rules, as part of the Consent Ca-
8 lendar at the regular business meeting each month, an omnibus resolution of congratulations
9 and/or an omnibus resolution of condolence shall be considered. Upon passage of said resolu-
10 tion or resolutions, a number shall be assigned to the resolution by the City Clerk or Deputy. If
11 during the month subsequent to the regular business meeting any Council Member considers it
12 appropriate that the congratulations or condolences of the City should be offered to any citizen,
13 the Council Member may contact the City Clerk or Deputy who shall prepare the congratulations
14 or condolences in resolution form with appropriate language using the omnibus number assigned
15 followed by an alphabetical letter. Said Clerk or Deputy shall then transmit the document to the
16 Mayor for approval and signature. Upon said signature, the Clerk or Deputy shall transmit the
17 document as directed by the Council Member.
18

19 **RULE 27.** Biennially, members of the majority party shall elect from their membership a major-
20 ity leader, and members of the minority party shall elect from their membership a minority lead-
21 er.
22

23 **RULE 28.** (a) No new resolution or ordinance will be introduced for
24 discussion after 11:30 p.m.

25
26 (b) The City Council will adjourn no later than midnight.

27
28 (c) Any business before the City Council not completed by midnight will be
29 tabled to the next available meeting. Date to be announced and deter-
30 mined by the Council President.

31
32 (d) Waiver of this rule requires unanimous consent.
33

34 **RULE 29.** For any City Council appointment to a board or commission, no later than sixty
35 days prior to the expiration of the term of the position which is to become vacant, the City Clerk
36 shall notify the Chair of the Appointments Committee of said position and the date upon which
37 the term expires. The City Clerk shall also send a copy of said notice to every member of the
38 City Council. No later than thirty days prior to the expiration of the term, any Council member
39 who desires to submit the name of a person to be considered for the appointment, must submit to
40 the Chair of the Appointments Committee, the name, address and a resume of the person to be
41 considered (hereinafter referred to as “biographical information”). The Chair of the Appoint-
42 ments Committee shall provide the biographical information for each prospective appointee to
43 the City Clerk, who shall mail the information to each member of the City Council with the
44 docket for the first Regular Business Meeting of the month following the expiration of the thirty
45 day period for submitting names. The City Clerk shall add the appointment matter to the Docket
46 for the same Regular Business Meeting. The Appointments Committee, at its meeting for the
47 Regular Council Business Meeting, shall review and consider biographical information about the
48 prospective appointees, as well as take comments from other members of the Council and the
49 public about the prospective appointees. The prospective appointees should make every effort to
50 be at the Appointments Committee meeting to answer any questions from members of the Com-
51 mittee or members of the City Council. Any prospective appointee who is currently serving on
52 the board or commission to which he or she is seeking reappointment shall be excused from ap-
53 pearing before the Appointments Committee and/or the full City Council if the Appointments
54 Committee or City Council meeting time conflicts with the time of the meeting of the board or
55 commission on which the prospective appointee currently serves. The Appointments Committee
56 shall vote to make a recommendation to the City Council of a person to be appointed to the
57 board or commission with the expiring term at the next regularly scheduled council meeting.
58 However, by a majority vote of the Appointments Committee or of the City Council, considera-
59 tion of any appointment may be continued to any future meeting of the council.

60 Any appointment by the Mayor, Council President or any other appointing authority re-
61 quiring confirmation of the City Council shall be submitted to the City Council no later than five

1 days before the Regular Business Meeting of each month. Concurrently with the submission of
2 the appointment to the City Council, copies of appointments and a brief biographical sketch of
3 each prospective appointee shall be provided to each Council person for their consideration. The
4 Appointments Committee, at its meeting for the Regular Council Business Meeting, shall review
5 and consider the biographical sketches of the prospective appointees, as well as take comments
6 from other members of the Council and the public about the prospective appointees. The pros-
7 pective appointees should make every effort to be at the Appointments Committee meeting to
8 answer any questions from members of the Committee or members of the City Council. Any
9 prospective appointee who is currently serving on the board or commission to which he or she is
10 seeking reappointment shall be excused from appearing before the Appointments Committee
11 and/or the full City Council if the Appointments Committee or City Council meeting time con-
12 flicts with the time of the meeting of the board or commission on which the prospective appoin-
13 tee currently serves. The Appointments Committee shall vote to make a recommendation to the
14 City Council of a person to be appointed to the board or commission with the expiring term at
15 the next regularly scheduled council meeting. However, by a majority vote of the Appointments
16 Committee or of the City Council, consideration of any appointment may be continued to any
17 future meeting of the council.

18
19 **RULE 30.** Copies of all claims pending before the City Council shall be mailed to each
20 member of the Council five (5) days prior to the Regular Business Meeting.

21
22 **RULE 31.** All written legal opinions, prepared by the Council Solicitor at the request of any
23 Council member, shall be mailed to each Council member as soon as the opinion has been com-
24 pleted.

25
26
27 This Resolution shall take effect upon passage.

SPONSORED BY: COUNCIL PRESIDENT SOLOMON

COMMITTEE: INTERGOVERNMENTAL