Winthrop Town Council Special meeting October 27th, 2026 at 6:30 in the Harvey Hearing Room (please add zoom availability).

**AGENDA:**

**Roll Call**

**Pledge of Allegiance**

**Public Comment**

**Motion to dissolve Rules and Ordinance for a six month Trial Period** (continued from 10/20 Town Council meeting)

**Motion for a Temporary Prohibition on the Use of AI by the Town Council Pending Adoption of an AI Policy by the Town of Winthrop** (continued from 10/20 Town Council meeting)

**Motion clarifying process of sending items to committees**

**Motions related to CBD Ordinance Changes**

**Motion for Town Council Rule and Procedure Changes**

**Adjournment**

# TOWN OF WINTHROP
# OFFICE OF THE TOWN COUNCIL

Town Hall, 1 Metcalf Square, Winthrop, MA 02152 Telephone: 617-846-1742 Fax: 617-846-5458


## MOTION

Submitted By: Councilor Romano Date: 10-26-26

## MOTION

**I move for the Rules and Ordinance Committee to be dissolved for a trial period of six months. All matters currently in front of the Rules and Ordinance committee at the passing of this motion shall be put in front of the full council for deliberation at its next regular meeting, with or without a recommendation. The Town council Rules and Procedures Rule 8 shall say the following to reflect this change:**

After organization of the Town Council, the President may appoint members to standing council committees. The first named member of each committee shall be the committee's Chair. Each committee shall have five members.
Standing committees shall be:
a) FINANCE
b) PUBLIC HEALTH, SAFETY & WORKS COMMITTEE
c) CAPITAL ASSETS, ECONOMIC DEVELOPEMENT, APPOINTMENTS, COMMISSION AND COMMITTEES
These shall be the only town council standing committees. The council may establish additional committees as it deems it necessary or desirable, as per Winthrop Town Charter Section 2-6 (c) (vi). votes that are binding on the town council.

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**FOR REFERENCE ONLY:**
**SECTION 2-6: EXERCISE OF POWERS; QUORUM; RULES**
**(c) Rules of Procedure** - The town council shall from time to time adopt rules regulating its procedures, necessary or desirable to enable it to study and evaluate the maters which come before the town council. In establishing committees the town council may provide that some of the members of at least some of its committees need not be members of the town council

# TOWN OF WINTHROP
# OFFICE OF THE TOWN COUNCIL

Town Hall, 1 Metcalf Square, Winthrop, MA 02152 Telephone: 617-846-1742 Fax: 617-846-5458


Motion by: Councilor Dimes

October 15, 2026

# MOTION

Motion to Establish a Temporary Prohibition on the Use of Artificial Intelligence by the Winthrop Town Council Pending Adoption of an Artificial Intelligence Policy by the Town of Winthrop

Submitted by: Councilor Kim Dimes, Precinct 2
Motion

I move that the Winthrop Town Council vote to prohibit the use of artificial intelligence ("AI"), including but not limited to ChatGPT, Microsoft Copilot, Google Gemini, Claude, and other generative AI tools, in the preparation of official Town Council communications, motions, reports, correspondence, policy recommendations, ordinances, resolutions, and other Council business until such time as the Town of Winthrop adopts a formal Artificial Intelligence Policy governing its use.

Background:

The Town of Winthrop currently has no adopted policy governing the use of artificial intelligence by elected officials or municipal employees. AI-generated content presents significant concerns related to accuracy, transparency, accountability, compliance with public records laws, privacy, cybersecurity, and public trust.

The Town of Winthrop should recognize that the Commonwealth of Massachusetts has adopted an enterprise policy governing the use of generative artificial intelligence within state government, acknowledging both the opportunities and risks associated with these technologies. Likewise, municipalities such as the City of Boston have established formal AI governance frameworks and safeguards prior to authorizing broader use of artificial intelligence technologies.

Given the absence of an adopted local policy, the Council finds it prudent to establish clear standards, safeguards, and accountability measures before AI is utilized in the conduct of official municipal and legislative business.

Requested Action

Vote to:
1.Prohibit the use of artificial intelligence tools by members of the Winthrop Town Council for official Council business until an AI policy is adopted by the Town of Winthrop.
2.Direct the appropriate committee, Town Counsel, and/or Town Administration to develop recommendations for a comprehensive Artificial Intelligence Policy.

Effective date:
Immediately upon adoption and remaining in effect until such time as the Town of Winthrop approves an Artificial Intelligence Policy.

# TOWN OF WINTHROP
# OFFICE OF THE TOWN COUNCIL

Town Hall, 1 Metcalf Square, Winthrop, MA 02152 Telephone: 617-846-1742 Fax: 617-846-5458


## MOTION

Submitted By: Councilor Romano Date: 10-26-26

## MOTION

I move for the council to adopt the following clarification into its Rules: The Council President shall appoint the members and officers of town council committees and assign council agenda items to council committees. Council Committees are those committees defined as such in Town Council Rules and Procedures Rule 8. Items shall be sent to committees other than those defined in Rule 8 of the Town Council Rules and Procedures only when the council has voted to do so.

----------**FOR INFORMATION PURPOSES ONLY**----------

**Winthrop Town Charter Section 2-2 (b):**

**The council president shall attend and preside at all meetings of the town council, appoint the members and officers of town council committees, assign council agenda items to council committees and perform other legislative duties specified by the town**

# TOWN OF WINTHROP
# OFFICE OF THE TOWN COUNCIL

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## MOTION

Submitted By: Councilor Romano Date: 10-26-26

## MOTION

I move that the Winthrop Town Council to establish an amendment to Chapter 17.50 of the Winthrop Zoning Bylaw, Special Provisions Applicable to the Center Business District (CBD), for the purpose of designating the Town Council as the Special Permit Granting Authority (SPGA) for special permit applications within the Center Business District, in place of the Planning Board.

I further move that:

The proposed zoning amendment revise Sections 17.50.120 and 17.50.130, and any other applicable provisions of Chapter 17.50, to reflect the proposed designation of the Town Council as the Special Permit Granting Authority for the Center Business District.

# TOWN OF WINTHROP
# OFFICE OF THE TOWN COUNCIL

Town Hall, 1 Metcalf Square, Winthrop, MA 02152 Telephone: 617-846-1742 Fax: 617-846-5458


## MOTION

Submitted By: Councilor Romano Date: 10-26-26

## MOTION

I move to amend 17.50.210- Parking requirements for Center Business District:
**Current:** 17.50.210- Parking requirements for Center Business District. D. Fees In Lieu of Parking. In the Center Business District, any commercial or mixed-use structure that is required to provide parking spaces may make payments to the town in lieu of providing for part of the on-site required parking. Payment made to the town in-lieu of providing up to 50% of the required on-site parking spaces for a project in the Center Business District (CBD) shall be allowed by special permit from the planning board, consistent with standards to be adopted by, and published in advanced by the Planning Board. These standards must be kept on file with the Winthrop Town Clerk. A one-time fee of twenty thousand $20,000 (the approximate cost of a structured parking space) per parking space is to be paid to the Town of Winthrop prior to the receipt of an occupancy permit. Fees in-lieu of parking shall be deposited into a town downtown parking reserve account to be used for expenses (e.g. land acquisition, design/engineering services and construction costs) related to adding parking spaces, improving the utilization of existing parking spaces (e.g., signage, parking management activities), or reduce the need for new parking to serve the Center Business District (e.g., bicycle, parking, ride sharing, improved transit).

**Replace with:** 17.50.210-Parking requirements for Center Business District. D. Fees in Lieu of Parking. In the Center Business District, any commercial or mixed-use structure that is required to provide parking spaces may make payments to the town in lieu of providing for part of the on-site required parking. Payment made to the town in-lleu of providing up to 10% of the required on-site parking spaces for a project in the Center Business District (CBD) shall be allowed by special permit from the planning board, consistent with standards to be adopted by, and published in advanced by the Planning Board. These standards must be kept on file with the Winthrop Town Clerk. A one-time fee of twenty-five thousand $25,000 (the approximate cost of a structured parking space) per parking space is to be paid to the Town of Winthrop prior to the receipt of an occupancy permit. Fees in-lieu of parking shall be deposited into a town downtown parking reserve account to be used for expenses (e.g. land acquisition, design/engineering services and construction costs) related to adding parking spaces, Improving the utilization of existing parking spaces (e.g., signage, parking management activities), or reduce the need for new parking to serve the Center Business District (e.g., bicycle, parking, ride sharing, improved transit). Requests to appropriate funds out of this Reserve Account shall be filed with the Town Council

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## MOTION

Submitted By: Councilor Romano Date: 10-26-26

## MOTION

I move to amend 17.50.210- Parking requirements for Center Business District:

**Current:** 17.50.210- Parking requirements for Center Business District. D. Fees In Lieu of Parking. In the Center Business District, any commercial or mixed-use structure that is required to provide parking spaces may make payments to the town in lieu of providing for part of the on-site required parking. Payment made to the town in-lieu of providing up to 50% of the required on-site parking spaces for a project in the Center Business District (CBD) shall be allowed by special permit from the planning board, consistent with standards to be adopted by, and published in advanced by the Planning Board. These standards must be kept on file with the Winthrop Town Clerk. A one-time fee of twenty thousand $20,000 (the approximate cost of a structured parking space) per parking space is to be paid to the Town of Winthrop prior to the receipt of an occupancy permit. Fees in-lieu of parking shall be deposited into a town downtown parking reserve account to be used for expenses (e.g. land acquisition, design/engineering services and construction costs) related to adding parking spaces, improving the utilization of existing parking spaces (e.g., signage, parking management activities), or reduce the need for new parking to serve the Center Business District (e.g., bicycle, parking, ride sharing, improved transit).

**Replace with:** 17.50.210-Parking requirements for Center Business District. D. Fees in Lieu of Parking. In the Center Business District, payments made to the town in-lieu of on-site parking spaces for a project in the Center Business District (CBD) shall not be allowed.

# TOWN OF WINTHROP
# OFFICE OF THE TOWN COUNCIL

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## MOTION

Submitted By: Councilor Romano Date: 10-26-26

## MOTION

I move to amend 17.12.040-Mixed Use:

**Current:** 17.12.040-Mixed Use. Under "Dwelling units shall be allowed on ground floors of buildings if :" C. the street frontage exceeds 100 feet in length and the maximum ground floor street-facing dwelling units do not exceed 75 percent of street frontage: at the discretion of the Planning Board by special permit consistent with standards to be adopted by and published in advance by the planning Board. These standards must be kept on file with the Town Clerk.

**Proposal to Eliminate the following in its entirety:** C. the street frontage exceeds 100 feet in length and the maximum ground floor street-facing dwelling units do not exceed 75 percent of street frontage: at the discretion of the Planning Board by special permit consistent with standards to be adopted by and published in advance by the planning Board. These standards must be kept on file with the Town Clerk. Changes to Chapter 17.16.030 Table of Dimensional Regulations

# TOWN OF WINTHROP
# OFFICE OF THE TOWN COUNCIL

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## MOTION

Submitted By: Councilor Romano Date: 10-26-26

## MOTION

I move to Eliminate both Footnote 14 and Footnote 15 and amend Max Stories/Height in Table 17.16.030:

**Current:** Footnote 15 tag to Height limits in Central Business - Footnote 15. For lots greater than 100,000 square feet in area that are adjacent to a residential district, Footnote 14 shall not apply and the maximum height shall be 35 feet at the minimum setback and may increase one additional foot up to a maximum height of 48 feet so long as an additional foot of setback is provided for each foot of additional height up to 48 feet. Where the height maximum is lass than 48 feet, the maximum number of stories shall be 3.

**Proposed change:** Eliminate both Footnote 14 and Footnote 15 and revise Max Stories/Height in Table 17.16.030 to Maximum Height of 35 feet only in the Center Business District (CBD)

# TOWN OF WINTHROP
# OFFICE OF THE TOWN COUNCIL

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## MOTION

Submitted By: Councilor Romano Date: 10-26-26

## MOTION

I move that the Town Council adopt the following amendments to the current Rules and Procedures of the Town Council, as reflected in **bold type** in the attached document.

# RULES AND PROCEDURES
# OF
# THE WINTHROP TOWN COUNCIL

## RULE 1 – OFFICERS

a) The presiding officer of the Winthrop Town Council shall be the Council President.

b) The Town Council shall, at its first meeting in January, after being duly sworn in, elect a vice president for a one year term, who shall have the duties and powers granted to him/her in Section 2,2 (c) of the Winthrop Town Council Charter.

## RULE 2 - SCHEDULE OF MEETINGS AND AGENDA

a) The Winthrop Town Council meetings shall be held on the first and third Tuesday of each month at 6:30 p.m. and at such other times when necessary, as authorized by Section 26(c)(ii) of the Winthrop Town Charter.

b) Matters to be placed on the Agenda for the Town Council, including but not limited to any ordinance, order, appointment, or other matters of business to be presented to the members for action at a regular meeting of the Town Council shall be submitted to **either** the Council Clerk **or the** Council President, in paper or electronic format, by 1:00 pm on the Thursday preceding the regular meeting at which such matter is to be considered. All matters requiring a vote shall be submitted in full and in the form of a motion. Every effort shall be made to have all matters that are submitted for placement on the agenda accompanied by materials sufficient to inform Council members of the nature and purpose of the agenda item. If the same matter is submitted by at least four councilors, then that matter shall be placed on the Agenda. **The Council President shall invite and work with the Vice President in the creation of the Agenda.** The Council President or the Council Clerk shall submit the Agenda, in paper or electronic format, complete with all motions and attachments to the Town Clerk no later than 4:00 pm on the Thursday preceding the regular meeting at which such matter is to be considered. **The Agenda shall be submitted to all town councilors by the close of business on the Thursday preceding the regular meeting.**

c) Other than amendments, to existing motions, no business shall be considered by the Town Council unless: 1) There is a unanimous vote of the Council to waive this rule. **A councilor may make a motion to add an item to the agenda of the next regular or special meeting. If seconded, this motion shall be voted on without debate.**

**RULE 3 – QUORUM**

a) A majority of the members of the Winthrop Town Council, five members, shall constitute a quorum.

**RULE 4 - ORDER OF BUSINESS**

a) At every regular meeting of the council, the Order of Business shall be as follows:

1. Call to order
2. Pledge of allegiance
3. Roll call
4. Act on minutes of previous meeting
5. Public comments
6. Correspondence
7. Committee reports
8. Town Managers Report
9. **Questions for Town Manager**
10. **Update on relevant Non-Policy Making Committees**
11. Update on Policy Making Committees
12. School Committee Report
13. Old business
14. New business
15. Public comment
16. **Open Forum For Town Councilors**
17. Adjournment

b) The above Order of Business may be departed from by vote of the majority of the members present; and all questions relating thereto shall be decided without debate.

c) **During the time set aside for "Questions for Town Manager", town councilors can ask the town manager any questions related to the scope of the town manager's duties. The town manager shall be prepared to answer any and all questions related to their duties. If the town manager does not know the answer to a specific question during the meeting, then they shall put the answer to the question into the following meeting's town manager's report.**

d) **During the time set aside for "Open Forum For Town Councilors", town councilors will all have the designated opportunity to speak about issues related to their precinct or the town as a whole. No**

**motion shall be made in this time besides motions to add item's to the next meeting's agenda, as defined in Rule 2 Section C.**

e) **All regular meetings of the town council shall not end until all councilors have been given a chance to speak during "Open Forum For Town Councilors" and a motion to adjourn the meeting has been passed.**

## RULE 5 - ROBERTS RULES

a) Roberts Rules of Order revised shall be the authority on all questions of debate or parliamentary procedure, whenever the same do not conflict with the rules herewith set forth by the Winthrop Town Council and Winthrop Town Charter.

## RULE 6 – VOTING

a) All questions or motions shall be restated and put to the Council for a vote by the Council President.

b) Votes will be taken by voice (yea or nay) except those requiring more than a simple majority.

c) Votes requiring more than a simple majority as governed by State Law, the Winthrop Town Charter or these Council rules shall be taken by roll call vote.

d) The Council President may call for a roll call vote, if he or she, is unable to determine the result of a voice vote.

e) Any councilor may request a roll call vote on any question or motion.

## RULE 7 - OPEN MEETING LAW - EXECUTIVE SESSION (MGLA Sec. 30 §18-25 M.G.L. C30A § 18-25

a) Executive session may be entered only after the council has first convened in open session for which notice has been appropriately posted. The presiding officer cites the reason for going into executive session and calls for a roll call vote of the Council. The vote of each member is entered into the minutes, with a majority necessary to initiate an executive session.

(b) A public body may meet in executive session only for the following purposes:

(1) To discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual. The individual to be discussed in such executive session shall be notified in writing by the public body at least 48 hours prior to the proposed executive session; provided, however, that notification may be waived upon written agreement of the parties. A public body shall hold an open session if the individual involved requests that the session be open. If an executive session is held, such individual shall have the following rights:

i. to be present at such executive session during deliberations which involve that individual; ii. to have counsel or a representative of his own choosing present and attending for the purpose of advising the individual and not for the purpose of active participation in the executive session; iii. to speak on his own behalf; and

iv. to cause an independent record to be created of said executive session by audio-recording or transcription, at the individual's expense.

The rights of an individual set forth in this paragraph are in addition to the rights that he may have from any other source, including, but not limited to, rights under any laws or collective bargaining agreements and the exercise or non-exercise of the individual rights under this section shall not be construed as a waiver of any rights of the individual.

(2) To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;

(3) To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;

(4) To discuss the deployment of security personnel or devices, or strategies with respect thereto;

(5) To investigate charges of criminal misconduct or to consider the filing of criminal complaints;

(6) To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body;

(7)To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements;

(8) To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;

(9) To meet or confer with a mediator, as defined in section 23C of chapter 233, with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity, provided that:

i. any decision to participate in mediation shall be made in an open session and the parties, issues involved and purpose of the mediation shall be disclosed; and

ii. no action shall be taken by any public body with respect to those issues which are the subject of the mediation without deliberation and approval for such action at an open session; or (10) To discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164, in the course of activities conducted as a municipal aggregator under section 134 of said chapter 164 or in the course of activities conducted by a cooperative consisting of governmental entities organized pursuant to section 136 of said chapter 164, when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

(b) A public body may meet in closed session for 1 or more of the purposes enumerated in subsection (a) provided that:

(1) the body has first convened in an open session pursuant to section 21;

(2) a majority of members of the body have voted to go into executive session and the vote of each member is recorded by roll call and entered into the minutes;

(3) before the executive session, the chair shall state the purpose for the executive session, stating all subjects that may be revealed without compromising the purpose for which the executive session was called;

(4) the chair shall publicly announce whether the open session will reconvene at the conclusion of the executive session; and (5) accurate records of the executive session shall be maintained pursuant to section 23.

## RULE 8 - COUNCIL COMMITTEES

After organization of the Town Council, the President may appoint members to standing and special committees. The first named member of each committee shall be the committee's Chair.

**Effective until 6 months after the first passing of these rules, Standing committees shall be:**
**a) FINANCE**

**b) PUBLIC HEALTH, SAFETY & WORKS COMMITTEE**

**c) CAPITAL ASSETS, ECONOMIC DEVELOPEMENT, APPOINTMENTS, COMMISSION AND COMMITTEES**

**These shall be the only town council standing committees. The council may establish additional committees as it deems it necessary or desirable, as per Winthrop Town Charter Section 2-6 (c) (vi). Council committees as established under this section shall only have the power to make recommendations to send back to the full council and shall not take any votes that are binding on the town council.**

## RULE 9 - SPECIAL COMMITTEES

The President of the Town Council, subject to approval of the Council, may designate such special committees comprised of Town Councilors, and or registered voters in the Town of Winthrop, as are deemed necessary.

## RULE 10 - COMMITTEE RIGHTS AND OBLIGATIONS

a) The Council President shall be an ex-officio, non-voting, member of all Committees, but may not serve as chairperson of any.

b) All Committees are advisory to the Council and shall take no actions that binds the Council or the Town of Winthrop unless they are authorized by State Statute, local ordinance or the Winthrop Town Charter.

c) Meetings of committees may be called by the chairperson or upon the written request of two members of the committee. All committees of the Town Council shall keep records of proceedings, and a copy of said records shall be filed with the Town Clerk and Council Clerk. Each committee shall submit its minutes and a report describing its activities to the Town Council at least once per month.

## RULE 11 – DECORUM

### A. General:

1. Discourse at Council meetings shall be marked by courtesy and respect, even in the face of disagreement.

2. Discussion shall be centered on issues, at hand, and personal attacks shall not be tolerated on individuals.

3. Cell phones and other such devices shall be silenced during Council meetings.

### B. Decorum of Council Members

1. Members of the Town Council shall conduct themselves in orderly manner to assure that the business of the Town is attended to as expeditiously as the deliberative process allows.

2. Members will address the Council President as "Mr. or Ms. President" and other colleagues as "Councilor".

3. Councilors shall address requests to speak through the Council President and shall not speak until recognized.

4. Discussion shall be limited to the topic before the Council and extraneous issues shall have no place in the debate.

5. Council members shall not interrupt a colleague except to raise a point of order, to express a point of personal privilege, to question parliamentary procedure or to doubt the presence of a quorum.

6. Council members are expected to dress, at a minimum, in "business casual" attire at all Town Council meetings, including subcommittee meetings.

### C. Decorum of the Public

1. Citizens of the Town will be invited to speak to the Council during the two times within the meeting designated as "Public Comment" for a maximum time limit of 3 minutes for each public speaker. However, the President or any councilor may request additional time for any speaker to continue if they deem it necessary.

2. No person may address the Town Council before first having been recognized by the Council President.

3. All citizens addressing the Council will identify themselves by name and address or precinct.

4. By a majority vote of the Council a person not residing in Winthrop may address the Council during "Public Comment".

5. Comments from the public shall not involve personalities but shall be limited to the business of governmental issues dealing with the Town of Winthrop.

6. The Council President will determine the length of "Public Comment".

7. Generally, the public shall not be allowed to participate in the deliberations of the Council. Exceptions to this rule shall be at the discretion of the Council President.

8. People addressing the Council shall do so in an orderly manner, shall not make repetitious, slanderous or irrelevant comments, nor shall they engage in disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the Council meetings.

9. Any person who disrupts, disturbs or impedes the orderly conduct of a Council meeting shall be subject to ejection from that meeting in accordance with MGLA Chapter 39, Sec. 23c

**RULE 12 – <u>MEASURES -ORDINANCES - APPROPRIATIONS</u>**

a) A measure may be passed through all stages at any one meeting of the Town Council provided that no appropriation is needed for its implementation.

b) Ordinances and measures which require an appropriation which is ($25,000.00 twenty five thousand dollars or less shall be sent to the Finance Committee, and any other appropriate committees for review and action to report back to the Town Council with recommendations before debate and vote of the Council.

c) All appropriation orders and loan authorizations over twenty five thousand dollars ($25,000.00) must be introduced and sent to the Finance Committee for recommendation, after recommendation is made said order must be published in accordance with Section 2, 9c of the Winthrop Town Charter, before a vote may be taken by the Town Council. (3/7/06)

d) Town Council requires all finance motions to be accompanied by supporting documentation, not limited to but including background information, cost benefit analysis, funding source, stakeholder concerns and appropriate attachments. (4/17/18)

**Rule 13. Review of New Appointments and Reappointments to Policy Making Multiple Member Bodies**

**A. Purpose**

**The purpose of this rule is to assist the Town Council in carrying out its responsibility under the Town Charter to investigate candidates nominated by the Council President for appointment or reappointment to policy-making multiple-member bodies and to ensure that the Council has sufficient information to evaluate each nominee prior to a confirmation vote.**

**B. Submission of Information- New appointment**

**Prior to the submission of a nomination to the Town Council for appointment by the Council President, the applicant shall provide to the Town Clerk:**

1. **A completed board or committee application on a form approved by the Town Council;**
2. **A current resume outlining the applicant's education, employment, professional experience, volunteer service, board or committee experience, and other information relevant to the position; and**
3. **Any additional information reasonably requested by the Town Council or its designated committee that is relevant to the appointment or reappointment.**

**C. Submission of Information- Reappointment**

**Prior to the submission of a nomination to the Town Council for reappointment by the Council President, the applicant shall provide to the Town Clerk:**

1. **A completed board or committee application on a form approved by the Town Council;**
2. **A current resume outlining the nominee's education, employment, experience, community involvement, and other information relevant to the position;**
3. **A letter of intent to continue the appointment; and**
4. **Any additional information reasonably requested by the Town Council or its designated committee that is relevant to the appointment or reappointment.**

**The Town Council Clerk shall distribute such materials to all members of the Town Council five (5) business days prior to consideration of the nomination.**

**D. Appearance Before the Town Council**

**Pursuant to the authority granted to the Town Council under the Town Charter Section 2-10 to investigate candidates and require their appearance, each nominee for appointment or reappointment shall appear before the Town Council or a committee designated by the Town Council prior to a confirmation vote when required by a majority of the Town Council.**

**The purpose of the appearance shall be to allow members of the Town Council to obtain information relevant to the nominee's qualifications, experience, performance, interest in serving, and ability to fulfill the duties and responsibilities of the office.**

**E. Failure to Provide Information or Appear**

**If a nominee fails to provide the information requested under this rule or fails to appear as requested, the Town Council may postpone consideration of the nomination until such information is provided or such appearance occurs.**

**F. Applicability**

**The requirements of this rule shall apply equally to all nominations for appointment and reappointment to policy-making multiple-member bodies.**

**G. Charter Supremacy**

**Nothing in this rule shall be construed to limit or impair the authority of the Council President to nominate individuals for appointment or reappointment under the Town Charter, nor shall it alter the approval requirements established by the Charter. This rule is intended solely to facilitate the Town Council's investigation and review of nominees prior to acting on an appointment or reappointment.**

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## Rule 14. Review of New Appointments and Reappointments to Non-Policy Making Multiple Member Bodies

**A. Purpose**

**The purpose of this rule is to assist the Town Council in carrying out its responsibility under the Town Charter to investigate candidates nominated by the Council President for appointment or reappointment to non-policy making multiple member bodies and to ensure that the Council has sufficient information to evaluate each nominee prior to a confirmation vote.**

**B. Submission of Information- New appointment**

**Prior to the submission of a nomination to the Town Council for appointment by the Council President, the applicant shall provide to the Town Clerk:**

1. **A completed board or committee application on a form approved by the Town Council; and**
2. **Any additional information reasonably requested by the Town Council or its designated committee that is relevant to the appointment or reappointment.**

**C. Submission of Information- Reappointment**

**Prior to the submission of a nomination to the Town Council for reappointment by the Council President, the applicant shall provide to the Town Clerk:**

1. **A completed board or committee application on a form approved by the Town Council;**
2. **A letter of intent to continue the appointment; and**
3. **Any additional information reasonably requested by the Town Council or its designated committee that is relevant to the appointment or reappointment.**

**The Town Council Clerk shall distribute such materials to all members of the Town Council five (5) business days prior to consideration of the nomination.**

**D. Applicability**

**The requirements of this rule shall apply equally to all nominations for appointment and reappointment to non-policy making multiple member bodies.**

**E. Charter Supremacy**

**Nothing in this rule shall be construed to limit or impair the authority of the Council President to nominate individuals for appointment or reappointment under the Town Charter, nor shall it alter the approval requirements established by the Charter. This rule is intended solely to facilitate the Town Council's investigation and review of nominees prior to acting on an appointment or reappointment.**

List of Rule Changes:

- Rule 2 b and c
- Rule 4 a, c, d, e
- Rule 8

- Rule 9
- Added Rule 13 and Rule 14