



**MINUTES
POLICY AND PROCEDURE SUBCOMMITTEE**

Friday, June 23, 2023 – 10:00 AM

**Scitico Room
Town Hall**

1. Roll Call: Councilors Gina Cekala, John Santanella, Marie Pyznar. Others in attendance: Ellen Zoppo, Steve Bielenda, Bob Cressotti, Sheila Bailey
2. Minutes from the 5/31/2023 meeting – approved 3-0
3. Attendance Policy Ordinance – changes were suggested and a new draft will be issued for committee review
4. Agenda Order and Roll Call –Discussion ensued over the use of Roll Call in informal meetings and other boards and commissions. It was the consensus of the Councilors present that the hand and voice votes are working for all of the non-Resolution items. Ellen said she could advise the other boards and commissions that they too could incorporate hand and voice votes for the minor issues. Sheila referenced the Roberts Rules language that appears in Policy & Procedures and it was noted that no language needed to be added on this.

For the Agenda section on page 2, the suggestion is to amend the Contents and to read *Agenda and Minutes* and add a section that references that the minutes will be prepared according to Roberts Rules of Order with language proposed by the Chair and attached here.

5. Moment of Silence v. Reflection – the Councilors are still conflicted over the use of the word Prayer vs. Invocation or Reflection. This will remain on the agenda while the Committee members further reflect.
6. Reading of Constituent emails – Sec 12 (d) to be amended to include:

“No other public communications (ex. Letters, E-mails) shall be read into the record or attached.”

“No member of the public can yield their time to another person.”

7. Any Other Business to Come Before the Committee

-Next Meeting Date: July 20, 2023 at 10:00am

8. Adjournment was by voice vote at 11:01am.