

City of Framingham

The City Council of Framingham



CITY OF FRAMINGHAM  
CITY CLERK'S OFFICE

2021 FEB 10 A 11:49

ORDER NO. 2020-002  
REQUEST OF TEMPORARY RULES SUBCOMMITTEE

UPON THE REQUEST OF THE TEMPORARY RULES SUBCOMMITTEE, THE CITY OF FRAMINGHAM, THROUGH THE FRAMINGHAM CITY COUNCIL, IT IS SO ORDERED:

That the City Council votes to adopt the previous Rules of City Council with amendments recommended by the Temporary Rules Subcommittee and further be amended as follows:

That the Ordinance and Rules Subcommittee and the Planning and Zoning Subcommittee be restored to their respective roles as written in the November 19, 2019 version of Rules of the Framingham City Council.

That the number of members of each subcommittee be set at three (3) members with the exception of the Finance Subcommittee and the Appointments Subcommittee which will be comprised of five (5) members.

The Amended Rules of the Framingham City Council are attached and posted on the City website.

YEAS: Bryant, Cannon, Case, King, Leombruno, Long, Ottaviani, Shepard, Stefanini,  
Steiner, Stewart-Morales

NAYS: None

ABSTAIN: None

ABSENT: All members were present in person or via teleconferencing

PASSED IN COUNCIL: JANUARY 14, 2020

A True Record, Attest:

2/10/2021

Date Approved

Lisa A. Ferguson

Lisa A. Ferguson, City Clerk  
Emily Butler, Assistant City Clerk



# Rules of the Framingham City Council

Filed as of May 15, 2018

**Amended and approved on May 21, 2019**  
**Amended and approved on November 19, 2019**  
**Amended and adopted on January 14, 2020**

## General Rules

### *Meeting Times*

Rule 1. Unless otherwise ordered from time to time, and except on holidays, the regular meeting of the city council shall be the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Tuesday of the month at 7:15 p.m. in the Blumer Room, located in City Hall, 150 Concord St. Framingham, MA 01702. During the months of July and August, however, the council will meet only on the 3<sup>rd</sup> Tuesday of the month.

1. All sessions of the council and every subcommittee or ad-hoc committee of the council shall at all times be open to the public unless another provision is made by law.
2. City council meetings, subcommittee meetings and ad-hoc committee meetings shall end no later than 11 p.m. No new business may be considered after 10:00 p.m. unless approved by a majority vote of the members present.
3. City council meetings may not begin earlier than 7:15 p.m. except for in the case of an emergency.
4. Subcommittee meetings and ad-hoc committee meetings of the council may be held at a time earlier than 7:00 p.m. upon approval of all members of the subcommittee or ad-hoc committee.

Rule 1a. Special meetings of the council shall be held at the call of the council chair, or, at the call of any four (4) or more councilors, by written notice delivered in hand and electronically to each councilor or to the place of residence of each councilor and which contains a listing of the items to be acted upon. Except in case of an emergency, the existence of which the council chair shall be judge, this notice shall be delivered at least forty-eight (48) hours in advance of the time set for the meeting. A copy of the notice to councilors shall be posted on (i) the municipal bulletin board and, (ii) published on the appropriate city government webpage on which all such meeting notices are posted, and (iii) as may be required by ordinance or the Open Meeting law.

Rule 1b. 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 shall cite the reason for going into executive session and indicate whether the council shall leave executive session for the purpose of adjournment or return to open session. The presiding officer shall ask

for a roll call vote of the council members present. The vote of each member shall be recorded in the minutes, with a majority of members present necessary to initiate executive session.

### ***Seating***

Rule 2. Seating is assigned at the beginning of each two (2) year term coinciding with the district councilor election cycle. The council seats from left to right will be numbered one (1) through eleven (11). The vice chair of the council will sit in seat five (5) and the chair will sit in seat six (6). The remaining councilors will randomly select their seats by drawing numbers. The seating assignments will remain for the duration of the two (2) year term.

### ***Office Supplies***

Rule 3. Upon request of each Councilor, he or she will be provided with one or more of the following office supplies at the beginning of each two (2) year term coinciding with the district councilor election cycle:

- 50 letter size pieces of paper with the City Council letterhead
- 50 business size envelopes with the City Council address
- 50 notecards with City Council insignia
- 50 smaller size envelopes with the City Council address
- One box of business cards

### ***Quorum***

Rule 4. A quorum of the council or any subcommittee or ad hoc committee is determined by the Open Meeting Law.

### ***Election of Officers***

Rule 5. At its first meeting in January following the City election, the council shall elect from its membership a chair and a vice chair who shall serve a two (2) year term of office co-terminus with the term of the district councilors. If neither the existing chair or vice chair are present at the meeting, the City Clerk shall preside over the meeting solely for the purpose of the election of the chair and vice chair.

1. The council chair shall preside at all meetings of the city council, shall regulate proceedings including the agenda and shall decide on all questions of order.
2. The council chair shall have the same powers to vote upon all measures coming before the council as any other councilor.
3. The council chair shall perform any other duties consistent with the office that may be provided by charter, by ordinance, by council rules, or by other vote of the council.
4. If the council chair or vice-chair resigns or is unable to complete their term for any reason the city council shall elect from its membership a new chair or new vice-chair to replace the outgoing chair or vice-chair and such new chair or new vice-chair shall serve in such capacity for the remainder of the original chair or vice-chair's term.