



CITY OF WORCESTER

CITIZEN ADVISORY COUNCIL

MINUTES

CITIZEN ADVISORY COUNCIL, RULES & REGULATIONS SUBCOMMITTEE

MEETING

Thursday, March 8, 2012 12:00 PM

Ruby Tuesday, Lincoln Plaza, Worcester, MA

Present: District 5, Steve Genduso, Chairperson
At-large, Coreen Gaffney

1. Meeting began at 12:00pm.
2. Steve and Coreen discussed the meeting workflow and that additional subcommittee meetings would take place as the need arose. It was determined that the rules and regulations document has been in place with no revision since the late 80's. We decided to review each section to determine if we are following the rules and regulations as well as to identify any changes that are needed.
3. In review of Sections 1 and 2 it was determined that no changes are needed.
4. Change is needed in Section 3,b: "Unless otherwise required by law or practice, the annual organization meeting shall be held at the first regular meeting in May." We recommend removing "the first regular meeting in May" and replacing with "when needed and appropriate based on Council member appointments."
5. Change is needed in Section 3,c: In the sentence "During the months of September through June, a regular meeting shall be scheduled for the third Wednesday of every month." the word "regular" should be changes to "Council" and "for the third Wednesday of every month" should be changed to "monthly on a day agreed to by Council members". In the last sentence the phrase "and the meeting scheduled for November" should be removed.
6. We have a question in Section 4, Notice of Meetings. It states that "the notice or a copy thereof shall, at least forty-eight (48) hours, including Saturdays but not Sundays and legal holidays, prior to such meeting be publicly posted by the City Clerk." We had believed that the 48 hours did not include Saturdays based on prior conversations. If that is the case, then "including" should be changed to "excluding". Also, if the City Clerk is not the person who posts the notice, then it should be changed to indicate who is actually posting the notices (ie: CAC Clerk).
7. Section 5,a: Regarding items being discussed that are not on the agenda. The statement should be changed to "no item shall be discussed unless it appears on the agenda or is allowed to be discussed by consent of 2/3 of the Council."
8. Section 6. The sentence "At the regular meeting for November, it shall adopt the annual budget recommendations for the ensuing year." should be deleted as the Council does not have a budget to adopt. We also question whether we have the referenced "annual report for the preceding year". If we do not, then the sentence "At the annual organization meeting, or other appropriate meeting, the Council shall adopt the annual report for the preceding year." should also be deleted.
9. Sections 7 and 8 do not require changes.
10. Under Section 9 the second subsection "b" should be changed to "c".
11. Sections 10-14 do not require changes.

12. Under Section 15 we have a question as to whether the City Manager needs to approve the rules. Currently the rules state that the Council has final approval and the City Manager receives a copy. If the City Manager does not need to approve the rules, then no change is needed.
13. Sections 16-18 do not require changes.
14. Under Section 19,b the sentence: “However, City of Worcester employees can be considered for certain advisory boards.”
15. Section 20 does not require changes.
16. Under Section 21 we would like the Council to determine if the 180 day waiting period for a person who resigns from a board or commission to be considered for a new board is appropriate or should be reduced.
17. The attached letter with list of Executive Boards needs to be updated. Coreen will be updating and it will be included with the other recommended changes when the Council votes on the proposed amended rules.
18. We then agreed that the subcommittee meeting recommendations should be added to the agenda for the 3/13 meeting. Steve will lead the discussion on Rules and Regulations as Coreen will be unable to attend. Coreen will email Jeannie to have the agenda item added.
19. Meeting adjourned at 1:00pm.

/cag