

**GLASTONBURY TOWN COUNCIL  
RULES OF PROCEDURE SUBCOMMITTEE  
MEETING MINUTES  
MONDAY, NOVEMBER 27, 2023**

The Glastonbury Town Council Rules of Procedure Subcommittee held a meeting at the Town Manager's Office at 4:00 p.m. on Monday, November 27, 2023.

**Rules of Procedure Subcommittee Members**

Jacob McChesney  
John Cavanna

**Others present**

Jonathan Luiz, Town Manager  
Tom Gullotta, Council Chairman

The Subcommittee reviewed the Council Rules of Procedure (the Rules) for any recommended updates or amendments as applicable.

Councilors Cavanna and McChesney reached consensus that the Rules should be amended to clarify that a recess of a Town Council meeting be allowed in one of the following two ways. First, that a recess be allowed via motion and vote per Robert's Rules of Order. Second, that a recess be allowed when there is unanimous consent to the Council Chair's informal (non-motion) request for a recess.

Councilor Cavanna expressed his desire for a Council Member to be allowed, at will, to request that the Council Chair give a member of the public an additional minute to speak during the public comment session of the meeting. Councilor McChesney did not concur. No amendment will be made in this regard.

With no further business to discuss, the Subcommittee adjourned at approximately 4:45 p.m.

Respectfully Submitted,



Jonathan Luiz  
Town Manager

JL/sal