

RULES OF PROCEDURE TO GOVERN THE LICENSING BOARD
OF THE TOWN OF WESTERLY – 2025-2026

Rule 1 **Incorporation of Provisions of Charter and Ordinances**

All requirements of the Charter and Ordinances of the Town of Westerly shall be followed with respect to the proceedings of the Licensing Board.

Rule 2 **Duties of the Chairperson; Temporary Vacancy of Position; Alternate**

- a) The Chairperson shall preside at all meetings of the Licensing Board and, at the stated hour, upon the appearance of a quorum, shall call the members to order.
- b) The Licensing Board shall consist of five members and one auxiliary member who shall sit on the Licensing Board with full voting rights whenever a regular member is unable or unavailable to sit on an application.
- c) Three members of the Licensing Board being present at a meeting shall constitute a quorum and a majority vote shall require two members of the Board, or more, voting in the majority.
- d) In the absence of a quorum, the Chairperson shall declare the meetings adjourned to a future date.
- e) In the absence of the Chairperson, the Vice Chairperson shall call the members to order. In the event that both the Chairperson and the Vice Chairperson are absent, the Board shall select a Chairperson pro tem from among its members present for that meeting only.
- f) In the absence of the Chairperson and all other board members, the Clerk shall declare the meeting adjourned to a future date and make such record in the journal of the Licensing Board.
- g) It shall be the duty of the Chairperson to preserve order and require procedure in accordance with the rules, to recognize and grant the floor to board members wishing to speak, and declare all votes.
- h) In the event a board member recuses himself/herself on a particular matter, that member need not leave the room or his/her seat, provided the Board is conducting an open meeting, but must state his/her reason for recusing. However, if the Board goes into Executive Session (closed session), then a member, upon recusing for a particular matter, must leave the room while that matter is under consideration.
- i) “Robert’s Rules of Order” as amended or revised shall govern questions of order and procedure in cases not provided for in these rules.

Rule 3

Order of Business and Agenda

- a) The regular order of business shall be as follows, unless altered by vote of the Licensing Board:
 - 1) Call to Order, Salute to the Flag
 - 2) Consent Calendar
 - a. Approval of Minutes
 - 3) Public Comments
 - 4) Licenses and Permits
 - a. New
 - b. Renewals
 - c. One-time Events
 - d. Ratify and Confirm
 - 5) Public Hearings
 - 6) Order Advertised for Public Hearing
 - 7) Unfinished Business
 - 8) New Business
 - 9) Communications and Reports
 - a. Correspondence
 - b. Town Solicitor's Report
 - 10) Adjournment

- b) All matters which members of the public wish to have placed on the agenda for a Licensing Board meeting must be submitted to the Clerk by 12:00 p.m. on the Monday preceding the Licensing Board meeting. NOTE: This does not preclude the Licensing Board from voting to add items to the agenda for informational purposes only or to refer them to an appropriate party.

- c) Items shall be placed on a Licensing Board agenda by a majority vote of the members of the Licensing Board. Additional items can be added at a Licensing Board meeting by a majority vote of the members, but said items shall be for informational purposes only and may not be voted on by the Board.

Rule 4

Meetings of the Licensing Board

- a) Licensing Board meetings are scheduled on the second Thursday of each month. Said meetings shall be held at 9:30 a.m. or at such other time as determined by a vote of the Licensing Board.

- b) Emergency or Special Meetings of the Licensing Board may be called by the Chairperson, or by an affirmative vote of the majority of the members of the Board when said meetings are deemed necessary.

- c) Any applicant who is seeking a new license that requires a public hearing before the Licensing Board shall be personally present at said hearing or be represented by an attorney or another person. No representation is required at the public hearing on the renewal of such license; however, in the event questions arise

during the hearing that require clarification, the hearing will be postponed and the applicant must attend a subsequent hearing.

- d) Any applicant seeking a special meeting must submit a request in writing to the Town Clerk and include the reason(s) for said request. The Town Clerk shall date and time stamp the request and notify the Licensing Board Chairperson of the request.
- e) The Licensing Board Chairperson shall decide whether to call for a special meeting and shall contact the members of the Board to schedule a meeting date that is convenient for the members.
- f) The Licensing Board Chairperson shall notify the Clerk of his/her decision regarding the request for a special meeting, and, if a special meeting is called, the date and time of said special meeting.
- g) The Clerk shall notify the requestor in writing of the decision of the Chairperson of the Licensing Board, and, if a special meeting is granted, the date and time of same.

Rule 5 Citizens Comments

The regular order of business may provide for persons wishing to be heard. Comments shall be limited to agenda items, excluding matters to be scheduled for public hearing and presentations shall be limited to a reasonable length of time, unless otherwise indicated by a majority vote of the Licensing Board.

Rule 6 Clerk of the Licensing Board

The Clerk of the Licensing Board shall be the custodian of all the papers, correspondence and records of the Board and shall keep a journal of its proceedings, which shall record votes passed by the Board and reasons for said vote if any. All other details of said proceedings shall be available on the tape record of the meeting and by video on the town's website, which shall be noted by the Clerk on all minutes.

The Clerk of the Licensing Board is authorized to advertise applications that require a public hearing. The Clerk will notify the Board of said applications prior to the public hearing on same.

The Clerk of the Licensing Board is authorized to issue Class F and Class F-1 liquor licenses for those applications that do not meet the agenda deadline for approval, provided that prior approvals have been received by all of the appropriate authorities. The Licensing Board shall ratify and confirm the action of the Clerk in granting said licenses at the next available Licensing Board meeting.

These rules of procedure were adopted at a meeting of the Licensing Board held on:
September 11, 2025