

OFFICE OF THE
TOWN COUNCIL

TOWN OF EAST HARTFORD

740 Main Street

East Hartford, Connecticut 06108

Robert J. Pasek
(860) 291-7208

FAX (860) 291-7389

2021 NOV -4 PM 12:15

TOWN CLERK
EAST HARTFORD

TO: Current and Newly Elected Town Officials
FROM: Richard F. Kehoe, Chair
DATED: November 4, 2021
RE: Call of Organizational Meeting

In accordance with Section 3.2(a) of the Town Charter, a meeting of the East Hartford Town Council is hereby called for **Monday, November 8, 2021 at 7:30 p.m. in the Town Council Chambers.**

1. The Mayor presides over the meeting at the Call to Order.
2. Town Clerk administers the Oath of Office to all elected officials.
3. Council nomination and vote for Chair/Deputy Mayor.
4. Chair/Deputy Mayor presides over the meeting.
5. Council nomination and vote for Vice Chair.
6. Council nomination and vote on the Clerk of the Council.
7. Council establishment of the time and place of the Council meetings and the adoption of rules of parliamentary procedure to be used at all Town Council meetings.
8. Announcement of Majority and Minority leaders.
9. Adjournment

cc: Mayor
Treasurer
Board of Education Members
Constables and Selectmen
Robert Pasek, Town Clerk
Justin Stanziale, Facilities Manager
East Hartford Community TV