

TOWN OF EAST HARTFORD

OFFICE OF
THE TOWN COUNCIL

740 Main Street
East Hartford, Connecticut 06108

(860) 291-7207

WWW.EASTHARTFORDCT.GOV

TO: Current and Newly Elected Town Officials
FROM: Richard F. Kehoe, Chair
DATED: November 8, 2023
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 13, 2023 at 7:00 p.m. in the Community Cultural Center Auditorium (50 Chapman Place).**

To access the Meeting via Microsoft Teams, [click here](#)

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