

TO: Current and Newly Elected Town Officials

FROM: Richard F. Kehoe, Chair

DATED: November 4, 2015

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 9, 2015 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 administration of 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  
Gregg Verallis, Facilities Manager  
East Hartford Community TV