

TOWN  
OF  
COLCHESTER

BOARD OF FINANCE  
BYLAWS

Approved: Board of Finance, 10/05/2016  
Date

# Record of Revisions:

Section	Change	Revision Date
All	Newly Adopted	2/1/2012
Article 5 Section 1	Previously read “At a December Board meeting following a municipal election a Chair and Vice Chair will be elected.”	11/20/2013
Article 6 Section 8	Previously read “The dates of Board meetings for the following year shall be set by vote from the members of the Board present at one of the December regular meetings and the forwarded to the Town Clerk prior to year end.”	12/4/2013
Article 8 Section 3	Previously read “Liaisons to the Departments, Boards and Commissions overseen by the Board will be assigned by the Chair at a December Board meeting following a municipal election or as necessary following vacancies.”	
Article 4 Section 2	Rights and Privileges of the Chair clarified by addition of last sentence	10/21/2015
Article 6 Section 7	Voting of membership clarified including interpretation of votes that result in a tie.	
Article 4 Section 2	add: and shall maintain order	10/5/2016
Article 6 Section 5	<p><del>Delete: The agenda shall contain a Public Comment section where the public shall have the right to address the Board on matters not otherwise on the agenda. Requests to speak on items on the agenda shall be made to the Chairman. Decisions on such requests shall be made by the Chairman unless objection is raised by any member, in which case, a vote of the Commission shall decide.</del> Add: The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during the portion of any Board meetings so designated for such purpose. Citizens’ Comments shall be subject to the following guidelines: (1) If deemed necessary, in order to provide time for maximum citizen participation, the Board of Finance may establish a provision at a meeting to limit comments. In such a case, three (3) minutes will be allotted to each speaker at each warned citizen’s comments. The Board may decide by a majority vote to extend the 3 minutes of time allotted.</p> <p>(2) Comments will be made, standing, or for those unable to do so, sitting, from where they are seated. Citizens are+B15 not to move to aisles, or to the front of the room, to speak.</p> <p>(3) Speakers may provide written testimony or handouts to the Board, which will become part of the public meeting record.</p> <p>(4) Speakers are only permitted to make presentations to the Board using PowerPoint, overhead projectors, or other electronic/digital programs with the prior approval of the Chairman.</p> <p>(5) All speakers must identify themselves by name and town of residence.</p> <p>(6) The Board will not respond to comments made during Citizens’ Comments, with the exception that the Chairperson only may respond if, in the discretion of the Chairperson, such comments require an immediate response.</p> <p>At some meetings, such as budget workshops, the Board at their discretion may add periods for Public Discussion. Citizens’ Comments Guidelines with the exception of item (6) above will be followed.</p>	

## **ARTICLE 1. NAME, PURPOSE AND AUTHORIZATION**

**Section 1.** The name of the board shall be the 'Board of Finance of the Town of Colchester' (hereinafter referred to as the Board).

**Section 2.** The Board shall be responsible for developing and presenting to the Town voters the budgets for all Town departments and the overall Town government and shall have all of the powers and perform all of the duties conferred or imposed upon boards of finance by the General Statutes and Town of Colchester Charter § C-601C.

## **ARTICLE 2. OFFICE OF THE BOARD**

**Section 1.** The office of the Board shall be at the Colchester Town Hall where Board records will be maintained. Copies of all official documents, records, and similar items will be filed or recorded with the Office of the Town Clerk.

**Section 2.** All correspondence shall be addressed to the Board of Finance, 127 Norwich Avenue, Colchester, CT 06415.

**Section 3.** Copies of all agendas, minutes and resolutions of the Commission shall be filed with the Office of the Town Clerk.

## **ARTICLE 3. MEMBERSHIP**

**Section 1.** The Board shall consist of six (6) members elected in accordance with the provisions of the General Statutes and the Town of Colchester Charter § C-202, § C-203, § C601.

**Section 2.** All members of the Board shall participate fully in Board meetings and activities and shall have such duties as may from time to time be assigned by the Board.

**Section 3.** Resignation from the Board shall be in written form and transmitted to the Town Clerk who shall promptly forward same to the Board of Finance.

**Section 4** The Board shall fill vacancies in accordance with Town of Colchester Charter § C601D.

## **ARTICLE 4. OFFICERS AND THEIR DUTIES**

**Section 1.** The officers of the Board shall consist of a Chair, and a Vice Chair.

**Section 2.** The Chair shall preside at all meetings and hearings of the Board and shall maintain order and have the duties normally conferred by parliamentary usage on such officers. The Chair shall have the authority to appoint committees, call special meetings, and generally perform other duties as may be prescribed in these By-Laws. The Chair has the same basic rights and privileges as all other members, including the right to make motions, to speak in debate, and to vote on all motions.

**Section 3.** The Vice Chair shall act for the Chair in his absence and have the authority to perform the duties prescribed by that office.

**Section 4.** All correspondence addressed to the Board shall be presented by the Chairman to the Board at its first meeting held after such mail has been delivered. All mail shall be deemed "received" when so presented.

## **ARTICLE 5. ELECTION OF OFFICERS**

**Section 1.** At the first meeting subsequent to the second Monday after a Municipal election a Chair and Vice Chair will be elected.

**Section 2.** Nominations shall be made from the Board membership in attendance and elections of the officers specified in Section 1 of Article 5 shall follow immediately thereafter.

**Section 3.** A candidate receiving a majority vote from the members of the Board present shall be declared elected and shall serve for two (2) years.

**Section 4.** Vacancies in offices shall be filled by vote of the Board following the procedures in Sections 2 and 3. The newly elected officer shall serve the unexpired term of the member he has replaced, or until his successor shall take office.

**Section 5.** An officer can be removed from their position, without cause or by a vote of four members of the Board.

## **ARTICLE 6. MEETINGS**

**Section 1.** Regular meetings will be held at 7:00 p.m. on the first and third Wednesday of every month, except when the Town Hall is closed due to public holiday or some other reason. In the event of such a scheduling conflict, an alternative meeting date may be scheduled by the Board. All meetings of the Board are open to the public as required by the Connecticut General Statutes.

**Section 2.** Special meetings shall be called as necessary by the Chair. Notice of such meeting shall be posted in the Office of the Town Clerk in accordance with State Statutes.

**Section 3.** At all meetings of the board four members shall constitute a quorum and the concurrence of three votes shall be necessary for the transaction of business.

**Section 4.** Robert's Rules of Order, shall govern the proceedings at the meetings of this Board except as modified by State and Federal Statutes and the Ordinances and Charter of the Town of Colchester or by these By-Laws.

**Section 5.** While meetings are open to the public they are not public hearings. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during the portion of any Board meetings so designated for such purpose. Citizens' Comments shall be subject to the following guidelines:

- (1) If deemed necessary, in order to provide time for maximum citizen participation, the Board of Finance may establish a provision at a meeting to limit comments. In such a case, three (3) minutes will be allotted to each speaker at each warned citizen's comments. The Board may decide by a majority vote to extend the 3 minutes of time allotted.
- (2) Comments will be made, standing, or for those unable to do so, sitting, from where they are seated. Citizens are not to move to aisles, or to the front of the room, to speak.

- (3) Speakers may provide written testimony or handouts to the Board, which will become part of the public meeting record.
- (4) Speakers are only permitted to make presentations to the Board using PowerPoint, overhead projectors, or other electronic/digital programs with the prior approval of the Chairman.
- (5) All speakers must identify themselves by name and town of residence.
- (6) The Board will not respond to comments made during Citizens' Comments, with the exception that the Chairperson only may respond if, in the discretion of the Chairperson, such comments require an immediate response.

At some meetings, such as budget workshops, the Board at their discretion may add periods for Public Discussion. Citizens' Comments Guidelines with the exception of item (6) above will be followed.

**Section 6.** At a meeting the Board may vote to go into Executive Session only for those purposes identified in the Freedom of Information Act. The minutes must record the times at which an Executive Session begins and ends.

**Section 7.** All members participating in the meeting may vote. Board members may participate and vote at the meeting via a speaker phone provided that the means of communication does not hinder the quality of the discussion and that any members of the public attending can clearly hear the discussion. Any vote that results in a tie does not achieve a majority and therefore fails. For matters that require a decision a new motion can be proposed and voted on again until a majority is achieved.

**Section 8.** The dates of Board meetings for the following year shall be set by vote from the members of the Board present at one of the November regular meetings and the forwarded to the Town Clerk prior to year end.

## **ARTICLE 7. ORDER OF BUSINESS**

**Section 1.** Unless otherwise determined by the Chair, the order of business at regular meetings shall be:

1. CALL TO ORDER
2. APPROVAL OF PREVIOUS MEETING MINUTES
3. CITIZENS COMMENTS
4. ADDITIONS TO THE AGENDA
5. DEPARTMENT REPORTS
6. FIRST SELECTMAN'S REPORT
7. CORRESPONDENCE
8. LIAISON REPORT
9. OLD BUSINESS
10. NEW BUSINESS
11. CITIZENS COMMENTS
12. ADJOURNMENT

**Section 2.** The order of business for work and special meetings will be determined by the Chair.

**ARTICLE 8. COMMITTEES/ LIAISON ASSIGNMENTS**

**Section 1.** Membership on committees shall be appointed "ad-hoc".

**Section 2.** Special Committees may be appointed by the Chair for purposes and terms, which the Board approves.

**Section 3.** Liaisons to the Departments, Boards and Commissions overseen by the Board will be assigned by the Chair at the first meeting subsequent to the second Monday after a Municipal election or as necessary following vacancies.

**ARTICLE 9 CODE OF CONDUCT**

**Section 1.** Each member of the Board must disqualify himself: from discussion or acting on an issue by which he will derive a direct or indirect gain or suffer a direct or indirect loss.

**Section 2.** No member can appear before the Board representing himself or another party .

**ARTICLE 10. AMENDMENTS**

**Section 1.** These By-Laws shall be reviewed at a December Board meeting following a municipal election.

**Section 2.** These By-Laws may be amended by a majority vote of the seated Board.

**ARTICLE 11. ADOPTION**

These By-Laws shall be adopted by vote of the Board and shall become effective on the date adopted.

Adopted:

*Robert J. Tarlov*  
Chairman Robert Tarlov

10/05/2016  
Dated