

TOWN OF COLCHESTER

BOARD OF SELECTMEN

BYLAWS

Approved: Board of Selectmen, March 16, 2006

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TOWN OF COLCHESTER

BOARD OF SELECTMEN – BYLAWS

SECTION 1. PURPOSE AND AUTHORIZATION

The name of the board shall be the 'Board of Selectmen of the Town of Colchester' (the Board). The purpose of the Board is to manage and oversee the internal operations of the Town. The Board of Selectmen oversees all Town Departments, Boards and Commissions and any office the Board fills by appointment.

The Board shall have all of the rights, powers and duties respectively conferred upon Board of Selectmen pursuant to the Connecticut General Statutes, as amended, and Town of Colchester Charter, Section #401, #402, #403, #404 and #405.

SECTION 2. OFFICE OF THE BOARD

The office of the Board shall be the Colchester Town Hall where the Board records will be maintained. All correspondence shall be addressed to the Board c/o the Office of the First Selectman, 127 Norwich Avenue, Colchester, CT 06415. Copies of all agendas, minutes and resolutions of the Board shall be filed or recorded with the Office of the Town Clerk.

SECTION 3. MEMBERSHIP

A. The Board shall consist of five (5) members elected in accordance with the provisions of the town Charter.

B. 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.

C. Resignation from the Board shall be in written form and transmitted to the Town Clerk who shall promptly forward same to the Board of Selectmen.

SECTION 4. BOARD MEETINGS

A. The Board shall hold regular meetings at 7:00 p.m. on the first and third Thursday 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, unless otherwise specified.

B. A quorum shall consist of three members.

C. Minutes of the Board's meetings and hearings shall be kept and published in accordance with the Connecticut General Statutes.

D. All mail addressed to the Board shall be presented by the First Selectman to the Board at its first meeting held after such mail has been delivered to the Board c/o The Office of the First Selectman. All mail shall be deemed 'received' when so presented.

E. All regular and special meetings of the Board of Selectmen shall be audio recorded. Emergency meetings shall be audio recorded if possible. All recordings shall be made available to the public. The provisions of this section shall not apply to executive sessions.

F. Citizens' Comments: 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 Selectmen 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) Speakers may provide written testimony or handouts to the Board, which will become part of the public meeting record.
- (3) 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 First Selectman.
- (4) All speakers must identify themselves by name and town of residence.
- (5) 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.

SECTION 5. COMMITTEES AND COMMITTEE CHAIRMEN

A. From time to time, the Board of Selectmen may appoint such committees as may be deemed necessary or desirable. Any committee so appointed shall have the duties or responsibilities assigned to it at the time of appointment. The meetings of any committee so appointed are open to the public as required by the Connecticut General Statutes.

B. At the time of appointment, the members of any committee appointed pursuant to this section shall elect one (1) of their members to serve as

Committee Chairman.

C. The First Selectman and/or member of the Board of Selectmen may serve as an ex-officio member of any committee appointed in accordance with the section.

D For purposes of determining whether a committee may conduct business, a majority of committee members shall constitute a quorum.

E. Minutes of all committee meetings and hearings shall be kept and published in accordance with the Connecticut General Statutes.

F. All mail addressed to any committee shall be deemed addressed to the full Board and shall be treated in the same manner as set forth in Section 4, paragraph D.

SECTION 6. TOWN ATTORNEY

Any requests for legal opinions or clarification of matters by the First Selectman or any member of the Board of Selectmen to the Town Attorney must be in writing and the entire Board of Selectmen must be copied thereto.

SECTION 7. FREEDOM OF INFORMATION REQUESTS

The office of the First Selectman shall maintain an electronic Freedom of Information (FOI) log that is accessible to the public at their request. This log shall contain the following information:

- The date the request was received
- The name of the citizen making the request
- What the citizen has requested
- The date the request was acknowledged
- The date the request was fulfilled
- # of days to complete request

The FOI log shall be presented to the Board of Selectmen (BOS) during their second regularly scheduled meeting of each month. If, for whatever reason, the second regularly scheduled BOS meeting does not take place then the FOI log shall be provided to the board electronically on or before the third Thursday of each month.

The First Selectman's executive assistant shall act as the FOI coordinator, per the position's job description. They will be the point person for all electronic and in-person FOI requests to the First Selectman's office.

Every town employee shall act in accordance with all applicable state and federal Freedom of Information laws.

SECTION 8. EFFECTIVE DATE

These bylaws shall take effect immediately upon adoption by the Board and all photocopies or reproductions hereof shall clearly specify the 'Effective Date' on the cover page

SECTION 9. AMENDMENTS

These bylaws may be amended from time to time as deemed necessary or desirable by the Board

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