

TOWN OF COLCHESTER  
ECONOMIC DEVELOPMENT COMMISSION  
BY-LAWS

(EFFECTIVE FEBRUARY 4, 1997)

SECTION 1. PURPOSE AND AUTHORIZATION

The name of the commission shall be the "Economic Development Commission of the Town of Colchester" (the "Commission"). The purpose of the Commission is to promote the business and industrial resources of the Town of Colchester and to serve as the development agency for the Town of Colchester. The Commission shall have all of the rights, powers and duties respectively conferred upon municipal economic development commissions and development agencies pursuant to sections 7-136 and 8-188 of the Connecticut General Statutes, as amended. [Town of Colchester Ordinances, Sections 206, 207]

SECTION 2. OFFICE OF THE COMMISSION

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

SECTION 3. MEMBERSHIP

1. The Commission shall consist of nine (9) members appointed by the Board of Selectmen in accordance with Ordinance Nos. 206, "Economic Development Commission," and 207 "Development Agency of the Town of Colchester." If at any time Commission membership shall be less than five (5) members, the Commission shall suspend its activities until such time as the Board of Selectman has appointed new members.
2. All members of the Commission shall participate fully in Commission meetings and activities and shall have such duties as may from time to time be assigned by the Commission.
3. Resignation from the Commission shall be in written form and transmitted to the Chairman who shall promptly forward same to the Board of Selectmen.

SECTION 4. COMMISSION OFFICERS, ELECTION AND DUTIES

1. At the first Regular Meeting held in July of every year, the Commission shall elect the following officers for a term of one year and who shall have the duties set forth:

Chairman - The Chairman shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage upon such officers. The Chairman shall have the authority to appoint committees, call special meetings, prepare the annual budget and generally perform other duties as may be proscribed by these by-laws. The Chairman shall have the privilege of participating fully in the discussion of all matters before the Commission and of voting thereon.

Vice Chairman - The Vice Chairman shall have the authority to act for, and perform the duties of, the Chairman in the Chairman's absence.

#### SECTION 5. COMMISSION MEETINGS

1. The Commission shall meet at 7:00 p.m. on the third Monday 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 Commission. All meetings of the Commission are open to the public as required by the Connecticut General Statutes.
2. For purposes of determining whether the Commission may conduct business, a majority of sitting Commission members shall constitute a quorum but in no event shall a quorum consist of less than four (4) members.
3. Minutes of the Commission's meetings and hearings shall be kept and published in accordance with the Connecticut General Statutes.
4. All correspondence including applications addressed to the Commission shall be presented by the Chairman to the Commission at its first meeting held after such mail has been delivered to the Commission in care of the Office of the First Selectman. All mail shall be deemed "received" when so presented.

#### SECTION 6. COMMITTEES AND COMMITTEE CHAIRMEN

1. From time to time, the Commission or the Chairman 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.
2. At the time of appointment, the members of any committee appointed pursuant to this section shall elect one of their members to serve as Committee Chairman. With respect to such committee, the Committee Chairman shall have the same or similar duties as the Chairman of the Commission.
3. The Chairman of the Commission may serve as an ex-officio member of any committee appointed in accordance with this section.

4. For purposes of determining whether a committee may conduct business, a majority of committee members shall constitute a quorum.
5. Minutes of all committee meetings and hearings shall be kept and published in accordance with the Connecticut General Statutes.
6. All correspondence including applications addressed to any committee shall be deemed addressed to the full Commission and shall be treated in the same manner as set forth in Section 5, paragraph 4.

#### SECTION 7. AMENDMENTS

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

#### SECTION 8. EFFECTIVE DATE

These bylaws shall take effect immediately upon adoption by the Commission and all photocopies or reproductions hereof shall clearly specify the "Effective Date" on the coverpage.