

**TOWN OF COLCHESTER
SEWER AND WATER COMMISSION**

BY-LAWS

ARTICLE I. PURPOSE AND AUTHORIZATION

The name of this Board shall be the “Sewer and Water Commission,” herein called the “Commission”. The Commission shall have such rights, powers, and duties as are conferred or imposed upon it by the Charter of the Town of Colchester, Connecticut General Statutes, and House Bill No. 1595 (“An Act Creating a Board of Water Commissioners in the Borough of Colchester and Authorizing the Issuance of Water Bonds” dated 16 June 1937).

ARTICLE II. OFFICE OF AGENCY

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

ARTICLE III. MEMBERSHIP

Section 1. The Commission, as established by Section 1102 of the Charter of the Town of Colchester, shall consist of nine (9) members appointed by the Board of Selectman with representation and terms as defined in ~~Ordinance 307~~ Article X - § 18-43 and § 18-44 “Sewer and Water Commission”.

Section 2. The Chairman of the Commission may serve as an ex-officio member of any standing or ad hoc committees.

Section 3. Soliciting or accepting community advisors to any standing or ad hoc committee will be at the discretion of the committee Chairman and the Chairman of the Commission.

Section 4. Committees that deal almost exclusively with personnel or other sensitive matters will not normally accept community advisors.

Section 5. In the case where ad hoc assignments are given to any standing committee outside the realm of personnel or other sensitive matters, asking community advisers to work on the specific assignment may be acceptable. However, this matter is still to be at the discretion of the Commission.

Section 6. The ad hoc committee shall normally review and resolve its assignment within thirty (30) days.

Section 7. Resignation from the Commission shall be in written form and transmitted to the Chairman, who will then forward same to the Board of Selectmen who shall name an appointee to serve the unexpired term of the member they have replaced.

ARTICLE IV. COMMITTEE CHAIRMAN

Section 1. Each committee shall be convened by a Chairman appointed by the Commission Chairman who shall report for the committee.

Section 2. The committee Chairman shall select alternates on an "as needed" basis.

Section 3. The committee Chairman should inform the Commission Chairman as necessary of all committee meetings.

Section 4. Committee Chairman are responsible for establishing or coordinating meeting dates and location.

Section 5. In cooperation with the Commission Chairman, the committee Chairman may appoint additional members to the committee from the community.

Section 6. Committee Chairman have the responsibility to invite the Commission Chairman, or in their absence, the Vice Chairman as well as any appropriate officials as deemed necessary to committee meetings.

ARTICLE V. PURPOSE OF COMMITTEE(S)

Section 1. A committee is required to review all matters assigned to it and report to the full Commission with its findings, recommendations or alternatives.

Section 2. No committee is to take unilateral action unless the full Commission is cognizant of the matter and has given authority to a committee to act within certain specified bounds.

Section 3. Normal committee functions will consist of periodic meetings to complete assigned objectives, plan upcoming work, coordinate inter-committee work, formulate policy and/or procedure, or carry on any other tasks for recommendation to the full Commission as may be assigned by the Commission Chairman or deemed necessary and appropriate.

ARTICLE VI. MEETINGS

Section 1. All meetings of committees of the Commission are open to the public as required by the open meeting law. (Conn. Gen. Stat. §§ 1-18a, 1-21)

Section 2. Minutes, including the record of those attending, must be kept and publicized for each committee meeting, as specified by law. (Conn. Gen. Stat. § 1-21)

Section 3. Robert's Rules of Order shall govern the proceedings at the meetings of this Commission.

Section 4. Regular meetings will be held on the second Wednesday of each month at 7:00 p.m., at the Colchester Town Hall. In the event of conflict with holidays or other events, a majority at any meeting may change the date or time of said meeting. The Public Works Director shall notify the membership of these meetings not less than 48 hours in advance of such meeting.

Section 5. Special meetings shall be called as necessary by the Chairman. The Public Works Director shall notify the membership of special meetings not less than 24 hours in advance of such meeting.

Section 6. A minimum of 50 percent of the voting membership of the Commission shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of members of the Commission present and voting.

Section 7. All Commission meetings shall be open to the public when in session and shall not be open to the public when in executive session unless so voted by the majority of the Commission members present and voting.

ARTICLE VII. OFFICERS AND THEIR DUTIES

Section 1. The officers of the Commission shall consist of a Chairman, a first Vice Chairman, and a second Vice Chairman.

Section 2. The Chairman shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on 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 prescribed in these by-law's. The Chairman shall have the privilege of discussing all matters before the Commission and of voting thereon.

Section 3. The first Vice Chairman shall act for the Chairman in their absence and have the authority to perform the duties prescribed by that office.

Section 4. The second Vice Chairman shall act for the Chairman (and the first Vice Chairman) in their absence and have the authority to perform the duties prescribed by that office.

Section 5. The Public Works Director, or their designee, shall keep the minutes and records of the Commission and shall prepare the agenda of regular and special meetings under the direction of the Chairman, provide notice of all meetings to Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission, and such other duties as are normally carried out by a Recording Clerk.

ARTICLE VIII. ELECTION OF OFFICERS

Section 1. An annual organization meeting shall be held during the regular July meeting at which time officers will be elected and by-law's reviewed and be made a part of the minutes of the annual meeting.

Section 2. Nomination shall be made from the floor at the annual organization meeting and elections of officers specified in Section 1 of Article VIII shall follow immediately thereafter.

Section 3. A candidate receiving a majority vote from the members of the Commission present shall be declared elected and shall serve for one year or until their successor shall take office.

Section 4. Vacancies in offices shall be filled by vote of the Commission following the procedures in Section 2 above. The newly elected officer shall serve the unexpired term of the member they have replaced, or until their successor shall take office.

ARTICLE IX COMMITTEES

Section 1. Standing Committees. The Chairman of the Commission annually may appoint standing committees. These appointments shall not exceed the Commission Chairman's term of office. Standing Committees shall consist of, but not limited to, Finance and Joint Facilities. The Finance Committee shall review all budget-related issues including but not limited to annual budgets and billing disputes, and shall assist the Public Works Director of the Town in identifying Water Planning needs. The Joint Facilities Committee shall sit as representatives of the Sewer and Water Commission on the Joint Facilities Board and shall have duties as designated under the Intermunicipal Agreement with East Hampton.

All Commission members will apply at the organizational meeting or shortly thereafter for three or more standing committee assignments in the order of their preference.

The Commission Chairman will make final assignments to standing committee.

Section 2. Committees. Ad hoc committees may be formulated at the discretion of the commission with a fixed objective and for a determined period of time. These committees shall terminate once the assigned task has been resolved or completed.

ARTICLE X. PUBLIC RELATIONS

Section 1. The Chairman or duly appointed representative shall act as public relations or publicity director for the Commission. Duties include all news releases to the communications media. All information releases shall reflect the thinking of the majority of the Commission.

ARTICLE XI. AMENDMENTS

These by-law's may be amended by a vote of two-thirds (2/3) of the members present and voting at a meeting, provided that notice of the complete text of the proposed amendment shall have been presented with the call of the meeting to all members.

ARTICLE XII. GENERAL

These by-law's shall become effective immediately upon their adoption.