



# Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

CORE COMMISSION AGENDA  
WEDNESDAY, APRIL 20, 2022  
6:30PM VIA ZOOM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87236347626?pwd=dDIJbS9lSDgydFJSRnNIRFBsc1FvQT09>

**Webinar ID: 872 3634 7626**

**Passcode: 667841**

Or Telephone:

US: +1 301 715 8592 | +1 312 626 6799 | +1 929 205 6099 | +1 253 215 8782 | +1 346 248 7799 | +1 669 900 6833

(ALL ITEMS ON THIS AGENDA ARE SUBJECT TO POSSIBLE ACTION)

1. Call to Order
2. Pledge of Allegiance
2. Approval of Minutes – Special Meeting 3/16/22
3. Additions & Deletions to the Agenda
4. Citizens Comments
5. New Business
  - a) Review updated DRAFT CORE Commission Mission Statement(s)
  - b) Review updated DRAFT CORE Commission By-laws
  - c) Update on the use of the Town Website for sharing resources
  - d) Update from Parks and Recreation on collaborating on town events  
- Summer /Fall events
6. Chair Closing Comments
7. Adjournment

RECEIVED  
COLCHESTER, CT  
2022 APR 18 PM 4:06  
Michele Flanagan  
SAYLE FURNACE  
TOWN ENGINEER

# Updated\_DRAFT By-laws

## Colchester's Openness to Respecting Equity (CORE) Commission

### By-laws – 18April2022

(All changes in red font)

#### 1. Membership

Colchester's Openness to Respecting Equity (CORE) Commission, called the CORE commission will be comprised of seven volunteer members, plus two alternates. Four out of seven members will commit to a 3-year term, the remaining members will have a 2-year term.

#### 2. Meeting Conduct

A. Meetings of the CORE Commission shall be conducted by the Chairperson in a manner consistent with the provisions of the Freedom of Information Act and the adopted bylaws of the Commission.

B. All meetings shall commence at or near the stated time, provided there is a quorum of four members. All meetings will adjourn after the review of all agenda items.

C. All regular and special meetings will be guided by an agenda which will have been prepared and delivered in advance to all members, invited guests, and citizens.

D. When the following circumstances occur, a recess may be used:

- When a CORE Commission meeting is scheduled to go longer than two hours
- No quorum of members to hold a meeting. If that happens, new meetings details specifying the time and place will be issued.

E. It is expected that CORE Commission members conduct themselves in:

- A professional manner
- Show respect and courtesy to fellow commission members, liaisons, and citizens
- Put the needs of Colchester ahead of any personal agenda
- Adhere to the Town of Colchester Code of Ethics

F. It is expected that citizens and invited guests who attend any CORE Commission meeting conduct themselves in:

- A professional manner
- Show respect and courtesy to CORE Commission members, liaisons, and citizens
- Put the needs of Colchester ahead of any personal agenda

If the behavior of citizens or invited guests is disrespectful, antagonistic, or boisterous, he/she/they/them will be asked to control themselves so the meeting can proceed. If the Chairperson needs to address the same person or group of persons in the same meeting, he/she/they/them will be asked to leave the meeting. If the above actions happen at three (3) separate meetings within a six (6) month period, he/she/they/them will not be allowed to attend CORE meetings for the following six (6) months. After that period is over, they are welcome to attend.

### **3. Procedures for Remote or In-person Participation**

Participation is defined as members entitled to vote on matters during a meeting with CORE members who are participating in person or remote. Remote participation is defined as using a video platform, teleconference, or other communication devices to engage in the discussion. Regardless if participation is in-person or remote, all persons participating in the meeting can hear each other, and such participation in a meeting shall constitute presence in person at the meeting.

A. Commission members may participate in meetings remotely under the conditions set forth herein. When such conditions are met, any member participating remotely shall be counted for the purpose of constituting a quorum. Conditions for participation are as follows:

- Any physical or demonstrable material that is used during the proceedings must be present in the place where the public has access and
- All those in attendance at the meeting, regardless of location, must be able to hear, participate and identify all participants in the proceeding, including their individual remarks and votes.

B. When a member is participating in a meeting remotely, the Chairperson shall take the necessary steps to ensure that a member participating has adequate opportunity to express himself/herself in the meeting discussion, including the opportunity to take the floor and make motions.

### **4. Citizens' Comments**

A. The Commission may permit any individual or group to address the Commission concerning any subject that lies within its jurisdiction during the portion of any Commission meetings so designated for such purpose. Citizens' Comments are expected to follow the guidelines:

- When speaking, keep the message short, clear and to the point as there will be five (5) minutes allowed for each citizen.
- 5 minutes for each citizen cannot be extended, nor can the time not used by a citizen be retained for later use by that speaker and cannot be given to another citizen.

- The maximum timeframe to discuss a subject will be twenty (20) minutes. The commission may decide by a majority vote to extend the discussion of a specific subject by ten (10) minutes, but not to exceed the total time of thirty (30) minutes.

B. Citizens may provide written testimony or handouts to the Commission, which will become part of the public meeting record. Citizens are not permitted to make presentations to the Commission using PowerPoint, overhead projectors, or other electronic/digital programs.

C. A CORE Commission member shall be appointed by the Chairperson to act as timekeeper for the meeting, if deemed necessary by the Chairperson.

D. All citizens must identify themselves by name and address.

E. The Commission 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.

#### **5. Actions by the Commission**

No action will be taken unless it is listed in the agenda that is published for that meeting date. Additions or deletions may be made to the agenda for which action may be considered. All decisions will require a motion to approve or not. A record of all motions and each member's vote taken by the Commission shall be identified in the minutes.

Bylaw adopted by the CORE Commission: XXX-XX-XXXX

Updated April 10, 2022  
CORE Commission Mission statement

Latest Revision:

The commission serves as an advisor, thoughtfully promoting and advocating Diversity, Equity, and Inclusion within the town. Commission members will partner with the community to bridge, support, elevate and celebrate the diversity of people, perspectives, and cultures. The goal is to create a community built on collaboration, understanding, and inclusive dialogue. As the community grows, ensuring equity and cultivating opportunities for both businesses and residents will be essential for Colchester's success.

\*\*\*\*\*Below are previous draft versions for context and document history\*\*\*\*\*

Original: (99 words)

The Colchester CORE Commission is a seven-member board and stands for Colchester's Openness to Respecting Equity (CORE). The commission will serve as an advisor, promoting and advocating Diversity, Equity, and Inclusion within the town. Together, the commission members will work in partnership with the community to bridge, support, elevate and celebrate the diversity of people, perspectives, and cultures. It is important that we open doors for engaging and effective dialogue to enhance understanding and foster inclusion in the community. As our community grows, embracing equity and cultivating opportunities for both businesses and residents will be essential for Colchester's success.

Option 1: (98 words)

The Colchester CORE Commission is a seven-member board and stands for Colchester's Openness to Respecting Equity (CORE). The commission will serve as an advisor, promoting and advocating Diversity, Equity, and Inclusion within the town. Together, the commission members will work in partnership with the community to bridge, support, elevate and celebrate the diversity of people, perspectives, and cultures. Our goal is to open doors for engaging and effective dialogue to enhance understanding and foster inclusion in the community. As our community grows, embracing equity and cultivating opportunities for both businesses and residents will be essential for Colchester's success.

Option 2: (shortened, 85 words)

Colchester's CORE Commission is a seven-member board and stands for Colchester's Openness to Respecting Equity (CORE). The commission serves as an advisor, promoting and advocating Diversity, Equity, and Inclusion within the town. Commission members will partner with the community to bridge, support, elevate and celebrate the diversity of people, perspectives, and cultures. The goal is to open doors, create engagement and dialogue to foster inclusion. As

the community grows, ensuring equity and cultivating opportunities for both businesses and residents will be essential for Colchester's success.

Option 3: (shortened / 63 words)

Colchester's **O**penness to **R**especting **E**quity (CORE) Commission is a seven-member board serving as an advisor to promote and advocate Diversity, Equity, and Inclusion. Members will partner with the community to bridge, support, elevate and celebrate the diversity of people, perspectives, and cultures. Community engagement to foster inclusion, cultivate opportunities, and promote equity for both businesses and residents will be key to Colchester's success.