



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

CORE COMMISSION AGENDA
WEDNESDAY, May 18, 2022
6:30PM VIA ZOOM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87236347626?pwd=dDIJbS9lSDgydFJSRnNlRFBSc1FvQT09>

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 Meeting to Order
2. Pledge of Allegiance
2. Approval of Minutes
3. Additions & Deletions to the Agenda
4. Citizens Comments
5. New Business
 - a) Review updated DRAFT CORE Commission By-laws
 - b) Update on the use of the town website for sharing materials
 - c) Update on the planning of Juneteenth event
6. Set priorities for next month
7. Chair Closing Comments
7. Adjournment

RECEIVED
COLCHESTER, CT
2022 MAY 17 AM 8:59
Gayle Furman
GAYLE FURMAN
TOWN CLERK

Updated_DRAFT By-laws

Colchester's Openness to Respecting Equity (CORE) Commission

By-laws – 16May2022

(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

G. 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.

H. 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.

I. 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 Participation (remote or in-person)

A. Participation is defined as CORE members entitled to vote on matters during a scheduled meeting with those members who are participating in person or remote.

B. Remote participation is defined as using a video platform, digital platform, teleconference, or other communication devices to engage in the discussion and such participation shall constitute presence at the meeting.

C. Regardless if participation is in-person or remote, all Commission members will be counted for the purpose of constituting a quorum.

D. All Commission members, invited guests, and citizens participating in the meeting must be able to hear each other, and have access to all materials that are being discussed.

E. The Chairperson shall ensure that members have an opportunity to express themselves during the meeting and identify all participants in the proceeding including their individual remarks and votes.

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 three (3) minutes allowed for each citizen.
- Three (3) 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 thirty (30) minutes.

B. Citizens may provide comments (handwritten or digital) ~~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

- A. No action will be taken unless it is listed in the agenda that is published for that meeting date.
- B. Additions or deletions may be made to the agenda for which action may be considered.
- C. All decisions will require a motion to approve or not.
- D. 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

A	B	C	D	E
1	Instructions: Please let me know which activity you are interested in helping with. No more than 3 members can be together at one time to work on an activity. 6/19/22 is six weeks away.			
2	UPDATED 16-MAY-22			
3	#	Activity	Persons assigned	Comments
4	1	Photos of Colchester	Alan Pelletier /	Does anyone have good photos of Colchester? It can be of the town or activities. If so, send them to purplepuffin55@gmail.com. Add "Colchester pix" to subject header.
5	2	Short writeup on Juneteenth	Kym /	
6	3	Perhaps we can also develop a fact sheet, maybe like the top 10 facts?	Kym /	Any thoughts about this idea?
7	4	Hear from a valued member of our community JahMarley Wright. What does this mean to you as a Colchester resident? This can be either verbal or written	Jah Marley?	Any thoughts about this idea?
8	5	Add CORE Mission Statement to a poster board so it's easy to read and is visible. It can be 8x11 so it sits the table and I have a stand to hold it up.	Kym /	Any thoughts on this?
9	6	Games for kids	Kym /	
10	7	A banner to go across the front of the tent. CORE COMMISSION. I have a circuit machine and we can cut out 5 inch letters.	Shawn / Kym	
11	8	Logo creation	Shawn / Nancy /	
12	10	Securing a spot at the Farmer's Market	Amy / Jeff	
13	11	Create a schedule for member coverage at the table on 6/19/22		I think the Farmer's market is about 6 hours, plus set up and breakdown. Not all 7 members need to be there for entire time but we need coverage, plus help with setting up and breaking down.
14	12	T-shirt logistics and coordination	Kym /	
15	13	Table	Shawn	complete
16	14	Tent	Shawn	complete