

Town of Colchester
Public Safety Committee

Section 1. Purpose and Authorization

The name of the committee shall be the “Town of Colchester Public Safety Committee” which hereinafter in this document shall be referred to as “the committee”. The committee will consist of a total of eight (8) members. The Board of Selectmen shall appoint four (4) representatives from the public. The Colchester Police Department, Colchester Fire Department, Colchester Fire Marshal/EMD, and Colchester Public Schools will each recommend one internal representative to the Board of Selectmen for appointment. All members must be electors of the town. The First Selectman will serve as a liaison from the Board of Selectmen.

The committee shall work collaboratively to identify the public safety needs of the Town of Colchester. The committee shall meet monthly to identify areas where these departments can assist each other in accomplishing their goals, as well as developing strategies of clearly communicating the needs to the citizens of Colchester. Committee members appointed by the Board of Selectmen will not be involved in the operational aspects of either the Police Department or the Fire Department.

Section 2. Commendations

Each member of the committee may nominate department members or members of the public for commendations. The committee shall review each nomination for approval and schedule an annual ceremony to present commendations. For available commendations see respective departments Rules and Regulations.

Section 3. Public Safety Committee Office

The office of the Committee shall be the Colchester Town Hall where the Committee records will be maintained. All correspondence shall be addressed to the Committee at: Office of the First Selectman, 127 Norwich Avenue, Colchester, CT 06415. Copies of all the agendas, minutes and resolutions of the Committee shall be stamped in and posted with the Office of the Town Clerk and put on the Town website within timelines applicable to each document.

Section 4. Membership

- A. The Committee will consist of a total of 8 members. The Board of Selectmen shall appoint four representatives from the public. The Colchester Police Department, Colchester Fire Department, Colchester Fire Marshal/EMD, and Colchester Public Schools will each recommend one internal representative to the Board of Selectmen for appointment. All members must be electors of the town.
- B. All members of the Committee shall participate fully in Committee meetings and activities and shall have such duties as may from time to time be assigned by the Committee.
- C. Resignation from the Committee shall be in written form and transmitted to the First Selectman.
- D. The Committee will elect a Chairman and a Vice Chairman to facilitate the agenda and discussion.

Section 5. Committee Meetings

The Committee shall every month on a recurring day and time determined by the Committee and approved by the First Selectman; 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 Committee. Dates and time of meetings shall be posted on the Colchester Town website.

A. All meetings of the Committee are open to the public, as required by the Connecticut General Statutes, unless otherwise specified.

B. For, purposes of determining whether the Committee may conduct business, a majority of sitting Committee members shall constitute a quorum, but in no event shall a quorum consist of less than five (5) members.

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

D. All mail addressed to the Committee shall be presented by any member at its first meeting held after such mail has been delivered. All mail shall be deemed 'received' when so presented.

Section 6. Subcommittees and Subcommittee Chair

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

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

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

SECTION 7. AMENDMENTS

These bylaws may be amended from time to time as deemed necessary or desirable by the Committee with a minimum of thirty (30) days' notice of such proposed amendment being sent in writing to all Committee members and a 2/3 affirmative vote of the Committee.

SECTION 8. EFFECTIVE DATE

Bylaw amendments shall take effect immediately upon adoption by the Committee unless a provision is also adopted specifying an implementation date. All copies of these bylaws shall specify the effective date on all pages and amended date(s) on the last page.

SECTION 9. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Roberts Rules of Order shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws, any special rules of order adopted by the Committee, Town of Colchester Charter or Ordinances, Board of Selectmen directives, or State statute.