

# **CORE By-laws**

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

**Revision 1: 17-May-2023**

### **1. Membership**

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

### **2. Election of Officers**

The election of officers will be held annually at the first meeting in the new year. Persons serving in a specific role (ex. Chair) will serve no more than 2 consecutive years.

### **3. 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 that 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 meeting 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 members, citizens, or invited guests is disrespectful, antagonistic, hostile, intentionally rude, aggressive towards an individual or an idea, etc., 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 due to their behavior (refer to letter G), he/she/they/them will be asked to leave the meeting.

#### **4. 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 remotely.

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, whether meeting participation is in-person or remote, all Commission members will be counted to constitute 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 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.

#### **5. Citizens' Comments**

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

- When speaking, keep the message short, clear, and to the point, as three (3) minutes will be 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. Time may be increased at the discretion of the chair.

B. Citizens may provide comments (handwritten or digital) to the Commission, which will become part of the public meeting record.

C. A CORE Commission member shall be appointed by the Chairperson to act as a 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, at the discretion of the Chairperson, such comments require an immediate response.

**6. 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.

Bylaws adopted by the CORE Commission: 5/18/2022

**Document History**

Title	Date	Brief Explanation
Original document	5/18/2022	First version of By-laws
Revision 1	5/17/2023	Added the election of officers & term limits.  Clarified expected behaviors of members and citizens.