



TOWN OF SOUTHBURY

501 Main Street South
Southbury, Connecticut 06488
(203) 262-0600

Guide to Serving on Boards/Commissions/Committees

The following guidelines are based on the policies of the Town of Southbury, Robert's Rules of Order, requirements set by the CT Freedom of Information Act, Connecticut State Statutes, and the Town of Southbury Charter.

1. Membership

- Anyone wishing to serve on a Board, Commission, or Committee should contact the Republican Town Committee (RTC) srtcchairman@gmail.com, the Democratic Town Committee (DTC) secretary@southburydemocrats.com or the First Selectman's Office at selectoffice@southbury-ct.gov.
- The Town of Southbury maintains a website that describes the duties and makeup of each Board, Commission, or Committee; please review for more information at www.southbury-ct.org/boards.
- Many Boards, Commissions or Committees have their own set of by-laws. Please check with the Chair and/or the Town Clerk if you would like more information about a particular Board/Commissions/Committee, their by-laws and other required commitments (i.e. attendance at meetings, etc.).
- All members **must** be electors of the Town of Southbury.
- Once nominated for membership, the Board of Selectmen **must** vote to approve the appointment (with the exception of subcommittees of boards/commissions, and the Conservation Commission whose members are only appointed by the First Selectman).
- The nominated person will be notified by mail once confirmed as a member or alternate of any Board, Commission, or Committee. The new members are asked to call the First Selectman's Office at 203-262-0647 or email to selectoffice@southbury-ct.gov **and** select3@southbury-ct.gov to give their contact information (email address and phone number).
- All members and alternates **must** read and sign the Code of Ethics, which can be picked up at the First Selectman's office, or mailed to you. The signed confirmation receipt needs to be returned to the First Selectman's Office. (email is fine)
- If the member's term expires and she or he still wishes to continue serving on the same Board, Commission, or Committee, the member **must** be re-nominated and approved.

- Anyone wishing to resign from a Board, Commission, or Committee before their term's expiration **must** submit a written and signed letter of resignation to the Southbury Town Clerk and the Office of the First Selectman. **(emails are sufficient)**

2. Meeting Schedule

- The meeting schedule form is available on the Town website, at the Town Clerk's Office, or First Selectman's Office. The Town Clerk will also send it to the Chair of each Board, Commission, or Committee in September.
- The meeting schedule must be set by the chairman/membership **after** confirmation of room availability (check with the First Selectman's Office).
- The meeting schedule for the upcoming year must be submitted to the Town Clerk and First Selectman's office at least 30 days before the first meeting - all of these meetings are considered regular meetings.
- All other meetings that are not on the submitted schedule are considered special meetings. (unless filed more than thirty days in advance)
- If a special meeting is called for, please contact the First Selectman's Office for room availability.
- Notice of each special meeting must be posted, not less than 24 hours before the meeting in the town clerk's office **and** on the Town website.

3. Meeting Cancellation

- To cancel any scheduled meeting please send the cancellation notice to the Town Clerk's Office and to the First Selectman's office, to be posted on the website. (email or in person)

4. Legal Notices

- If a Board/Commission/Committee needs to publish a legal notice, please send it to the local newspaper. Additionally, you must send a copy to selectoffice@southbury-ct.gov **and** select-ta@southbury-ct.gov.

5. Agendas (please see attached example of an Agenda)

- The Chair or designee is responsible for producing the agenda and filing it with the Town Clerk and the First Selectman's Office **at least 24 hours** in advance of the meeting.
- To ensure that agendas are published and posted appropriately, they must be emailed or provided in person to:
 - Town Clerk: townclerk@southbury-ct.gov
 - Selectman's office: select3@southbury-ct.gov
selectoffice@southbury-ct.gov
- Agendas must include the following:
 - The Town of Southbury
 - Board/Commission/Committee name
 - Date

- Time
 - Place of the meeting
 - Whether it is a special or regular agenda
 - Business that is scheduled to be discussed
- During a meeting, the Board/Commission/Committee can vote to add an item to a regular meeting agenda by a 2/3 vote of members of the committee, present and voting.
 - **Nothing** may be added to a **special meeting agenda**, once it is published.
 - All items listed on a **special meeting agenda** must be spelled out. It is **NOT** sufficient to list old business/new business. You must say exactly what will be discussed. You **may not** list "any other business" on a special meeting agenda.

6. Minutes (please see attached example of Minutes)

- Minutes **must** include the following:
 - The Town of Southbury
 - Board/Commission/Committee name
 - Date
 - Time the meeting started and adjourned
 - Place of the meeting
 - Whether it is a special or regular meeting
 - Attendance (who from the committee attends and who is absent)
 - Whether the minutes of the previous meeting were approved
 - All motions-Who made the motion and who seconded. Motions that include administrative requirements must be spelled out in their entirety. It is not sufficient to just state "subject to administrative requirements....." Attachments are acceptable.
 - If there are handouts or PowerPoints referred to in the minutes, they should be attached to the minutes.
 - All votes must be recorded with how each member voted
 - Signature of the author of the minutes (a typed name will substitute for a handwritten signature).
- Regular meeting minutes must be filed with the Town Clerk **within 7 days** of the meeting, **including** weekends and holidays. Boards and Commissions should **NOT** wait for the minutes to be approved to file them.
- Special meeting minutes must be filed with the Town Clerk **within 7 days** **excluding** holidays and weekends.
- All votes must be made available to the public within 48 hours of the meeting. Please have them available upon request.
- Minutes **must** be submitted to the Town Clerk within the required time limit. They can be either delivered in person or emailed to townclerk@southbury-ct.gov. **Additionally**, please provide the copies to the First Selectman's Office who will post them on the Town website. Minutes can be either delivered to the Office of First Selectman in person or emailed to select3@southbury-ct.gov **and** selectoffice@southbury-ct.gov.

7. Conducting a Meeting

Roberts Rules of Order should be reviewed by the membership so that meetings can be conducted in an orderly fashion. For more information, please visit www.rulesonline.com. The following are **some** rules and/or things to keep in mind:

- All meetings are open to the public.
- The Chair is responsible for running the meeting, calling it to order, following the agenda and adjournment. In his/her absence, the designee, usually the Vice Chair, is responsible.
- The designated secretary is responsible for producing the minutes and recording all votes.
- A quorum must be present in order to conduct business. (Half plus one, of the membership)
- If a regular member is absent, it is up to the Chair to seat an alternate.
- If a member makes a motion, it must have a second before any discussion can take place.
- If a member makes a motion to table or postpone an agenda item, and receives a second, this motion takes precedence over any motion previously made on the subject. The vote must be called. If the motion carries, there can be no further discussion on the item. If the motion to table/postpone fails, the previous motion can be voted upon.
- In the event of a tie vote, the motion fails.
- It is up to the committee to decide if they want to have public comments. Public comment should be listed on the agenda if it is allowed. The public wishing to make comments should be asked to state their name and address for the record and comments may be limited to a set amount of time, per person (for example 2 or 3 minutes per person).

8. Executive Session

The following are the **generally** allowed executive session topics. For specific answers, please consult the CT Freedom of Information Act, which is available in full at www.ct.gov/foi.

- Executive session can only be entered with a 2/3 affirmative vote of members present and can only be entered to discuss:
 - personnel issues (unless the person in question asks that it be discussed in an open meeting)
 - legal matters
 - negotiations
 - security matters

- Voting on items discussed in executive session **must** be done in an open meeting and recorded for the record.

9. Recording the Meetings*

- The First Selectman's office has a few iPad's available to record the meetings. Please let the First Selectman's office know in advance that you will be having a meeting and who will be responsible for the iPad. In an effort to make it easier to share recordings with the public, we request that all committees use an iPad to record all meetings.
*Recordings are for the benefit of the public and the minute taker; they are not meant to be a substitute for written minutes.

10. Miscellaneous

- If a Board, Commission, or Committee needs any equipment or supplies, please let the First Selectman's Office know.
- If a Board, Commission or Committee needs copies made for a meeting, please email the First Selectman's office and they will make copies and leave them in the designated meeting room.
- Room 205 has the capability of streaming and recording meetings. Please contact the First Selectman's Office if you need/want the meeting to be streamed.
- If a Board, Commission, or Committee needs to conduct an online survey, please contact the Digital Communications Specialist at select-ta@southbury-ct.gov for more information.
- If a Board, Commission, or Committee would like to have a Town email address, please contact IT Director at itdirector@southbury-ct.gov for more information.
- News Releases from any Southbury Board, Commission or Committee need to be sent to:
 - First Selectman's office at select3@southbury-ct.gov and selectoffice@southbury-ct.gov
 - and**
 - Digital Communications Specialist at select-ta@southbury-ct.gov, to be posted on the town website.
- For all planned events (such as Bullet Hill School open house, Arbor Day, Trail Days, etc.) submit the event directly using the form at <http://www.southbury-ct.org/events>. Submitted events will be automatically sent out with the weekly Upcoming Events e-alert.
- If you have any other announcement that you would like to be sent via e-alert, please send directly to the Digital Communications Specialist at select-ta@southbury-ct.gov.

- The Town of Southbury’s website, southbury-ct.org, contains a lot of information regarding Boards, Commissions and Committees:
 - Information on Boards/Commissions/ Committees, including descriptions, memberships and meeting schedules
 - All agendas and minutes dating back to 2009

12. Essential email addresses and phone numbers

Jeff Manville First Selectman	selectman@southbury-ct.gov	203-262-0647
Alice Maisano Town Clerk	townclerk@southbury-ct.gov	203-262-0657
Noreen Thompson Office Manager	selectoffice@southbury-ct.gov	203-262-0647
Betsy Rosa Admin.	select3@southbury-ct.gov	203-262-0647
Gosia Liedlich Digital Communications Specialist	select-TA@southbury-ct.gov	203-262-0695
David Richards IT Director	itdirector@southbury-ct.gov	203-262-0698

Sample Agenda

Town of Southbury
Committee Regular Meeting Agenda
Date
Room, Time, Location

Call to Order

Pledge of Allegiance

Approval of the minutes from the meeting of 11/11/1111.

Public Comments (limited to 3 minutes per person)

New Business

Purchase of Something

Old Business

Recommendation from Other Commission.

Adjourn

Sample Minutes

Subject to Approval

Town of Southbury
Committee Regular Meeting Minutes
Date
Room 205, 7:30 pm, Southbury Town Hall

Members Present:

Mr. X
Ms. M
Mr. Y
Mr. Z
Ms. L
Mr. O
Ms. B

Members Absent:

Mr. P

Also Present:

Public
Press

Call to Order

Chairman called the regular meeting of the Board to order at 7:00 pm in room 208.

Approval of the minutes.

Mr. Y moved to approve the minutes of 11/11/1111, Ms. M seconded and all were in favor. Motion carries.

Public Comments.

Mr. S of 123 anywhere road, Southbury stated that.....

Business item 1:

Mr. X moved to approve the purchase of something, Mr. Y seconded and all were in favor. Motion carries.

Business item 2:

Ms. M moved to approve the recommendation of the planning commission, Mr. Z seconded and the vote was 5 in favor, 2 opposed. (Mr. x and Ms. L opposed). Motion carries.

Adjourn.

Mr. X moved to adjourn at 9:54 pm, Ms. M. seconded and all were in favor. Motion carries.

Respectfully Submitted,
Minute Taker