

ARTICLE VI. PROCEDURES FOR ELECTIVE AND APPOINTIVE BOARDS

Section 6-1. Organization.

Except as otherwise provided in this Charter, all boards shall meet within thirty (30) days of taking office, shall elect a chair and secretary, and may make regulations for the conduct of their meetings and the execution of their duties. Such regulations and any amendments to them shall be filed with the Town Clerk, and shall be public records.

The chair and secretary of such board shall file with the Town Clerk no later than January thirty-first (31st) of each year the schedule of regular meetings for the ensuing year. Special meetings shall require twenty-four (24) hours notice except for emergencies or as provided in the General Statutes.

Except as otherwise provided in this Charter, the compensation of all such boards shall be as recommended by the Board of Selectmen and Board of Finance, and shall be subject to the same budgeting procedure as is described in Article X of this Charter; and, officials serving without pay shall receive reimbursement of necessary expenses incurred in the performance of their duties, subject to the limits of appropriations available for such purposes.

The First Selectman shall provide each person appointed to a board with a copy of the ordinance, or other source, which defines the duties of the office.

Section 6-2. Attendance.

The summary of activities and accomplishments submitted by each board, pursuant to section 10-5 of this Charter, shall include a record of attendance of each of its members. The record shall specify the percent of regular meetings at which they have been present, and this information shall be included by the Board of Finance in the annual town report.

Section 6-3. Minutes.

Copies of all minutes taken by each board shall be filed with the Town Clerk, and in the case of appointed boards also with the office of the First Selectman within seven (7) days of the date on which such actions are taken and shall include the roll call vote of those present, a description of the various items of business discussed or transacted, a reference to all correspondence received and the recorded vote of each member thereof on all issues. In addition, the vote of each member upon any issue before a board shall be reduced to writing and made available for public inspection at the Town Clerk's office within forty-eight (48) hours in accordance with Section 1-21 of the General Statutes.

Section 6-4. Freedom of Information Act.

All relevant provisions of the Freedom of Information Act of the General Statutes shall apply in the conduct of boards.