

06 JUL 10 PM 4:30

NANCY A. BRAY  
TOWN CLERK

*Nancy A. Bray*

**TOWN OF COLCHESTER  
HISTORIC DISTRICT COMMISSION  
RULES OF PROCEDURE  
ADOPTED JANUARY 9, 2006**

**SECTION 1. MEETINGS**

1. The Commission shall conduct regular meetings at 7:30 P.M., typically on the second Monday of every month, except when the Town Hall is closed due to public holiday or other reason. In the even of such closure, the regular meeting shall be rescheduled.
2. A quorum shall consist of three (3) members and/or alternates.
3. The concurring vote of a majority of the members of the entire Commission shall be necessary to issue a Certificate of Appropriateness. The concurring vote of a majority of those members present shall be sufficient to take all other actions.
4. The Commission shall schedule and hold public hearings as required by Connecticut State Statutes. Such public hearings will normally be conducted at regular meetings.
5. Special meetings may be called as provided by Connecticut State Statutes.

**SECTION 2. ORDER OF AGENDA**

At any meeting of the Commission, the following shall be the order of business:

1. Call to Order
2. Additions to Agenda
3. Minutes
4. Five Minute Session for the Public
5. Public Hearings (if any)
6. Pending Applications
7. New Applications
8. Old Business
9. New Business
10. Communications
11. Enforcement Officer's Report
12. Adjournment

**SECTION 3. RULES OF PROCEDURE**

1. All meetings will be conducted in accordance with *Robert's Rules of Order* as revised and the Board of Selectman's policy for Conduct at a Meeting.

## **SECTION 4. OFFICERS**

1. At the first Regular Meeting held in January of every year, the Commission shall elect officers for a term of one year and who shall have the following duties:

Chairman: The Chair shall preside at all meetings and public hearings. The Chair shall appoint committees, call special meetings, and prepare annual budget. The Chair may participate fully in the discussion of all matters before the Commission and of voting thereon.

Vice Chairman: The Vice Chair shall have the authority to act for, and perform the duties of, the Chairman in the Chairman's absence.

Clerk: The Clerk shall oversee the production by staff of the meeting minutes, legal notices, notifications, notices of decision, and any other duties as the Commission may determine.

## **SECTION 5. COMMITTEES**

1. The Chairman may appoint such committees as may be deemed necessary. Any committee shall have the duties or responsibilities assigned to it at the time of appointment. The meetings of any committee are open to the public as required by Connecticut State Statute.
2. At the time of appointment, the members of a committee shall elect a Committee Chairman, who will have the same or similar duties as the Chairman of the Commission.
3. The Chairman of the Commission may serve as an ex-officio member of any Committee.
4. A majority of Committee members shall constitute a quorum of the Committee.

## **SECTION 6. RESIGNATIONS**

Members wishing to resign their terms on the Commission shall submit such determination, in writing, to the Chairman of the Commission and to the First Selectman.

## **SECTION 7. AMENDMENTS**

These rules of procedure may be amended at any regular meeting as deemed necessary or desirable by the Commission.

## **SECTION 8. EFFECTIVE DATE**

These rules of procedure shall take effect immediately upon adoption or amendment by the Commission.

**PASSED, ADOPTED AND APPROVED THIS 9<sup>TH</sup> DAY OF JANUARY 2006.**



Deborah Hayn, Chairman