

# **TOWN OF COLCHESTER POLICE COMMISSION BYLAWS**

Amended 01/24/2011

## **SECTION 1. PURPOSE AND AUTHORIZATION**

The name of the Commission shall be the "Town of Colchester Police Commission," which hereinafter in this document is referred to as "the Commission." The Board of Selectmen shall appoint a five-member Police Commission. The powers, duties, organization and term of appointment for the Police Commission shall be governed by the General Statutes and Section 214 of the Town Ordinances. (**Charter, Article IX, C-901**).

The Commission shall have the authority and responsibility for the general supervision and management of the police officers of the Town of Colchester and the property and equipment used in connection therewith. (**Colchester Code, Chapter 18, Article VIII, Section 18-30A**).

## **SECTION 2. POLICE COMMISSION OFFICE**

The office of the Commission shall be the Colchester Town Hall where the Commission records will be maintained. All correspondence shall be addressed to the Commission at: Office of the First Selectman, 127 Norwich Avenue, Colchester, CT 06415. Copies of all the agendas, minutes and resolutions of the Commission 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 3. MEMBERSHIP**

- A. The Commission shall consist of five (5) members appointed by the Board of Selectman.
- B. All members of the Commission shall participate fully in Commission meetings and activities and shall have such duties as may from time to time be assigned by the Commission.
- C. Resignation from the Commission shall be in written form and transmitted to the Chairman who shall promptly forward same to the First Selectman.

## **SECTION 4. COMMISSION MEETINGS**

The Commission shall meet at 6:30 p.m. on the fourth Monday of every month, 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 Commission.

- A. All meetings of the Commission are open to the public, as required by the Connecticut General Statutes, unless otherwise specified.
- B. For, purposes of determining whether the Commission may conduct business, a majority of sitting Commission members shall constitute a quorum, but in no event shall a quorum consist of less than three (3) members.
- C. Minutes of the Commission meetings and hearings shall be kept and published in accordance with the Connecticut General Statutes.

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

## **SECTION 5. COMMITTEES & COMMITTEE CHAIR**

- A. From time to time, the Commission may appoint such committees as may be deemed necessary or desirable. Any committee so appointed shall have the duties or responsibilities assigned to it at the time of appointment. The meetings of any committee so appointed are open to the public as required by the Connecticut General Statutes.
- B. Minutes of all committee meetings and hearings shall be kept and published in accordance with the Connecticut General Statutes.
- C. All mail addressed to any committee shall be deemed addressed to the full Commission and shall be treated in the same manner as set forth in Section 4, paragraph D.

## **SECTION 6. AMENDMENTS**

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

## **SECTION 7. EFFECTIVE DATE**

Bylaw amendments shall take effect immediately upon adoption by the Commission unless a proviso 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 8. PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Roberts Rules of Order shall govern the Commission 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 Commission, Town of Colchester Charter or Ordinances, Board of Selectmen directives, or State statute.

RECEIVED  
COLCHESTER, CT  
2011 FEB -3 PM 1:25