

TOWN OF WINDSOR, CONNECTICUT  
RULES OF ORDER FOR TOWN COUNCIL

Council Meetings

1. Regular Meetings

The Council shall meet in regular session on the first and third Monday of each month at 7:30 p.m., except during the months of April, July and August, when Council shall meet in regular session once during each of those months. When Monday is on a holiday, the meeting shall be held on the next business day at the normally prescribed location and hour. A regular meeting may be canceled when necessity requires or for good cause provided a notice of same shall be filed at least twenty-four hours prior to the scheduled meeting with the Town Clerk. The place of the meeting shall be in the Town Hall or some other public meeting place, the location of which shall be publicly announced at least one month in advance. If it shall be unsafe to meet in the place designated, the meeting may be held at such place as is designated by the Council's presiding officer; provided a copy of the minutes of any such meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk not later than seventy-two (72) hours following the holding of such meeting.

2. Special Meetings

Special meetings may be called when it is deemed essential by three or more members of the Council, by the Mayor and a Council member, or by two Council members and the Town Manager. Notice of each special meeting shall be given not less than twenty-four (24) hours prior to the time of such meeting by posting a notice of the time and place thereof in the office of the Town Clerk. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings. In addition to the above requirement, the Town Manager shall prepare a notice of the special meeting stating the time and place and business to be transacted, and this notice shall be served personally upon each member of the Council and the Town Manager, electronically distributed or left at their usual place of abode at least twenty-four (24) hours before the time of the meeting.

3. Emergency Special Meeting

The Town Manager (or in the absence or incapacity of the Town Manager, the Town Manager's designated representative) may call an emergency special meeting without complying with the foregoing requirement for the posting of notice, etc. However, a copy of the minutes of every such emergency special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk not later than seventy-two (72) hours following such meeting. The best efforts of the person calling such emergency special meeting shall be used to give personal notice of said meeting to all Council members.

4. Adjourned Meetings

The Town Council may adjourn any regular or special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any meeting, the Mayor or Deputy Mayor of the Town Council may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in these rules for special meetings. A copy of the order of notice of adjournment shall be conspicuously posted on or near the door of the place where the regular or special meeting was held, within twenty-four (24) hours after the time of the adjournment. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

5. Recessed Hearings

Any hearing being held, or noticed or ordered to be held, by the Town Council at any meeting may by order of notice of continuance be continued or re-continued to any subsequent meeting of the Council in the same manner and to the same extent set forth for Adjourned Meetings, provided, that if the hearing is continued to a time less than twenty four (24) hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be posted on or near the door of the place where the hearing was held immediately following the meeting at which the order or declaration of continuance was adopted or made.

6. Remote participation

Councilor members may participate remotely in all proceedings of the council, using technology that will enable meaningful participation. Councilor members should provide adequate notice to the Town Manager.

7. Executive Sessions

A. Vote Required. The Council may hold an executive session as defined below upon an affirmative vote of six (6) members of the Council taken at a public meeting. The motion shall state the reason(s) for the executive session in conformity with Connecticut General Statute, Section 1-225 (f), and no subject not specified in the reason(s) shall be discussed.

B. Attendance. Attendance at executive sessions of the Council shall be limited to Council members and persons invited by the Council to present testimony or opinion pertinent to matters before the Council provided that such persons' attendance shall be limited to the period for which their presence is necessary to present such testimony or opinion and, provided further, that the minutes of such executive session shall disclose all persons who are in attendance.

- C. "Executive Session" defined: "Executive Session" means a meeting, as defined in Connecticut General Statute, Subsection (6) of Section 1-200, at which the public is excluded for one or more of the purposes described in said Statute.

8. Vote Records

The votes of each member of the Town Council upon any issue before said body shall be reduced to writing and made available for public inspection within forty-eight (48) hours, excluding any Saturday, Sunday or legal holiday, and shall also be recorded in the minutes of the session at which taken, which minutes shall be available for public inspection at the Town Clerk's office and on the Town website within 48 hours of their receipt in the Town Manager's office, excluding any Saturday, Sunday or legal holiday.

9. Written Requests for Notice

Where practical the Town Clerk shall give persons who have filed written request, notice of each regular and special meeting. Email shall be the preferred method of notice. In the event that a special meeting is called, then the Town Clerk shall give such notice as the Council deems practical under the circumstances. From time to time by resolution, the Council shall establish reasonable charges for sending such notice based on the estimated cost of providing such service.

10. Media Representatives

Except for Executive Sessions as defined under Connecticut General Statute, Subsection (e) of Section 1-18a, all Council and Standing Committee agencies are open to the public and representatives of the news media during every part of every meeting of a quorum that is convened to discuss or act upon any matter over which the Council has supervision, control, jurisdiction or advisory power. Best efforts shall be made to accommodate all duly authorized and assigned representatives of the news media engaged in news gathering activity. These proceedings must not disturb or otherwise detract from the decorum of such meeting.

11. Access to Television

To bring the proceedings of the Council to a greater number of the public than are able to attend in person, television stations are encouraged to broadcast the activities authorized in Paragraph 10 above. Meetings shall also be broadcast on television and streamed on the Town website. During such televising, so as to be properly seen and heard by the viewers:

- a. Council members and the Town Manager shall make use of the microphones provided at each seat.

- b. Persons addressing the Council shall do so only from, and making use of, a microphone positioned in or near the audience portion of the Council chambers.
- c. Each such person shall clearly identify themselves, including title if a member of town staff, or home address if a resident.
- d. Items brought by Town Staff for display, including maps and charts, shall be of sufficient size and contrast and displayed so to be clearly seen by the cameras and home viewers. Such items shall be submitted to the television media in advance of their presentation.

12. Conduct of Meetings

In the event that any meeting of the Town Council is interrupted by any person or group of persons as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meetings, the members of the Town Council conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section.

13. Order of Business

The business of all regular meetings of the Council shall be transacted in the following order, unless the Council by two-thirds vote shall suspend the rules and change the order:

- I Prayer or Reflection
- II Pledge of Allegiance
- III Roll Call
- IV Resolutions
- V Public Communications and Petitions  
(limit to three minutes per speaker)
- VI Communications from Council Members
- VII Reports from Boards and Commissions

	Board of Education Report (first monthly meeting) Public Building Commission Report (second monthly meeting)
VIII	Town Manager's Report
IX	Reports of Standing Committees
X	Ordinances
XI	Unfinished Business
XII	New Business
XIII	Resignations and Appointments
XIV	Minutes of Preceding Meeting
XV	Public Communications and Petitions (three minutes limit per speaker)
XVI	Executive Session
XVII	Adjournment

Resolutions may be introduced, acted upon and presented during the same meeting.

The agenda may be amended during a meeting by two-thirds vote.

Communications and petitions from the public will be allowed for up to three minutes for each person and for a reasonable period in total for all public communication, as determined by the chair.

Information reports may be presented under the Town Manager's report. Summaries of the highlights of the meetings of standing committees may be presented by each chairperson under Reports From Standing Committees. Reading of committee reports and extensive review of previously distributed written reports should be avoided. Reports dealing with a specific agenda item should be presented during the Council discussion of that item. Council members' comments on communications and petitions from the public will ordinarily be made under Communications From Council Members.

For the convenience of the Council, the Town Manager, in developing the agenda, will indicate the source of each item placed on the agenda.

The normal time of adjournment shall be no later than 11:00 p.m. unless extended by two-thirds vote of those present on the Council.

Each agenda and agenda item requiring Council action shall be filed with the Town Manager in written form by noon of the Wednesday preceding the day of the Council meeting, unless emergency conditions shall make other arrangements necessary. It shall be the duty of the Town Manager to make available electronically, by the Thursday evening preceding the day of the Council meeting, copies of each such agenda and agenda item and any information, which will facilitate its consideration by the Council. No item of information related to an agenda or an agenda item shall be considered outside the time conditions outlined above without an affirmative vote of at least two-thirds of the members then present and voting.

In the absence of a rule to govern a point of procedure, reference shall be had to the approved practice in the current edition of Robert's Rules of Order, newly revised.

#### Officers and Employees

##### 14. Mayor and Deputy Mayor

The chair and vice-chair shall also be known as the Mayor and Deputy Mayor. The Mayor, or in the absence of the Mayor, the Deputy Mayor, shall take the chair at the hour appointed for the Council to meet, and shall immediately call the members to order. The roll call shall then be called by the Clerk, who shall enter in the minutes of the meeting the names of the members present. The Mayor, or in the absence of the Mayor, the Deputy Mayor, shall act as titular head of the government at meetings of officials representing other municipalities, ceremonies, public gatherings, and upon such other occasions as the mayor's presence in such capacity may be required.

The presiding officer shall have a vote in the meetings of the Council and may participate fully in any Council discussion or business.

##### 15. Presiding Officer

In the absence of the Mayor or Deputy Mayor, the Clerk shall call the Council to order and call the roll of the members. The Council shall then proceed to elect, by a majority vote of those present, a presiding officer of the meeting to act until the Mayor or Deputy Mayor appear.

##### 16. Quorum

Five members shall constitute a quorum, but no ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of its next meeting, shall be adopted by less than five affirmative votes.

17. Clerk and Employees

The Clerk and other officers and employees of the Council shall be under the control and direction of the chair during the sessions of the Council.

18. Appointments by Council or Mayor

All appointments made by the Council shall be by vote of not less than five members of the Council, except as specified otherwise in the *Town Charter*. With the exception of the appointment of Council Committees as set forth in Sections 23 through 26 of these rules, whenever the Mayor or any Council member shall, at any meeting, submit an appointment to be made with the advice and consent of the Council, consideration of such appointment shall be deferred until the next meeting.

19. Council Vacancies

In making appointments to the Windsor Town Council, the majority and minority parties shall give to each member a copy of the name, address, telephone number and any significant experience the appointee has. Such written document shall be given in advance of such appointment.

20. Town Manager

Pursuant to the provisions of Section 5-2c of the *Charter*, the Town Manager shall attend all meetings of the Council, unless excused by the Council. The Town Manager shall keep the Council fully advised as to the financial condition and the needs of the Town; may make recommendations to the Council and may take part in discussions on all matters concerning the welfare of the Town; and shall have a seat, but not vote in the meetings of the governing body. The Town Council shall conduct a review of the Town Manager's performance annually.

21. Officers and Employees to Attend Meeting

The head of any department, or any officer or employee of the Town, when requested by the Town Manager or by the Council, shall attend any regular or special meeting and be available to confer with the Council on all matters pertaining to the Town. Any department head, officer, or employee of the Town shall identify himself or herself when speaking at such Council meeting, and will be located in such a way as to be visible by members of the public.

22. Standing Committees

Within two weeks after election by the Council, the Mayor shall appoint the following standing committees, subject to confirmation by the Council:

- A. Finance Committee
- B. Health & Safety Committee
- C. Town Improvements Committee
- D. Personnel Committee

23. How Appointed

There shall be three members of the Council appointed on each standing committee, the Mayor also designating the member who is to serve as chair of the committee. Vacancies occurring on any committee shall be filled in a like manner. The Mayor may also appoint from time to time such special committees as in the Mayor's discretion seems desirable, or as may be desired by the Council, to expedite the handling of the business and affairs of the Town. The Mayor shall be a member ex-officio of each committee of the Council. It is permissible for the Mayor to appoint Town residents who are not members of the Town Council to special committees.

24. Meetings of Standing Committees

Standing committees shall meet on the call of their chair. No business shall be transacted unless there are two Council members present. A Council member may ask another Council member to substitute for him/her, and so notify the Chair of the Committee. All standing committees shall conduct their meetings in accordance with these rules except that standing committees shall have the authority to go into executive session by a vote of two-thirds (2/3) of its members. No action taken by a committee shall be binding or effective unless or until ratified by a quorum of the Council. Each set of minutes of standing committees shall be approved by the committee for which the minutes were written.

25. Powers

No committee shall have the power to employ any persons for or on behalf of the Town, nor to incur any expense unless specially authorized by the Council. Every committee shall have power and authority to send for persons and papers and examine witnesses under oath, pursuant to laws of the state, in any matter or proceeding referred to them by Council.

The Mayor may refer items of interest to the appropriate Standing Committee for review. The following items shall be deemed referred to the following committees:

- Capital Improvement Plan to Town Improvements
- Annual Financial Audit and Budget issues to Finance
- Annual Town Manager Review to Personnel

26. Council Requests to Town Attorney

Any Council member requesting an opinion of the Town Attorney shall advise the other members of the Council of his/her intentions. All written opinions shall be distributed to all Council members.

27. Council Requests to Staff

Any Council member requesting an opinion or action of Town Staff that is not of an emergency nature and takes more than one man-hour of staff time, shall have the approval of at least two other Council members. Any written correspondence either to or from the staff shall be distributed to all Council members.

Committees may request reports and information from town staff. If the town manager deems a request to require excessive staff time they may ask the full Council to approve the request.

28. Suspension of Rules

Any provision of these rules may be temporarily suspended at any meeting of the Council by a majority vote of all members elected, excepting provisions which require two-thirds vote, suspension of which shall also require two-thirds vote. The vote on any such suspension shall be taken by yeas and nays and entered upon the records. No rule mandated by state statute may be suspended except to the extent allowed by said statute.

29. Amendment of Rules

These rules may be amended or new rules adopted by a majority vote of all members of the Council, excepting rules which require two-thirds votes, for which amendments will also require two-thirds vote.

Town Council Rules for Boards & Commissions

Appointments

Members shall be appointed according to the terms specified in the *Town Charter* and relevant ordinances. Candidates for appointed Boards and Commissions shall be reviewed and recommended by the Personnel Committee. Guidelines for appointments are listed in Appendix "B".

Attendance Policy

Any Board or Commission created by the Town Council shall adopt an attendance policy. See Town Council adopted board and commission attendance policies in Appendix 'A'.

On January 31 and July 31 of every year, each Commission shall send a record of attendance to the Town Council.

#### Budget Responsibility

In February each board or commission shall submit to the Town Manager a requested budget for the following fiscal year. The Town Manager will include these requests in his proposed budget. Each board or commission should not exceed the amount allocated to it in the final adopted budget without permission of the Town Council.

#### Secretarial Services

If a meeting is expected to be one hour or less, a member of the board or commission should take the minutes. Every effort shall be made to determine whether a quorum will be present prior to the start of a meeting to avoid unnecessary expenses.

#### Public Communications

In order to encourage open government, to better enable public interaction with the Town's appointed officials, and to encourage public participation in the policy-making aspect of town government, each Town of Windsor Board or Commission whose members are appointed by the Town Council is strongly encouraged to provide a forum for "Public Comment" at or near the beginning of each regularly scheduled meeting, as an agenda item.

#### Non-participation by Council Members

No member of the Town Council may participate in a meeting of any board, agency, or commission appointed by the Council other than on his or her own behalf or other than at the express direction of the Council or other than at the invitation of the board, agency, or commission.

### Legal Services

- Opinions: All requests for legal opinions shall be in writing to the Town Manager - with nine copies for the Town Council - who will file a copy and forward the request to the Town Attorney. All opinions rendered by the Town Attorney shall be in writing or electronic with the original directed to the requesting authority and a copy for file purposes to the Town Manager's Office. When such opinion may be of general application to bodies other than the originating authority, such opinion shall be distributed by the Manager's Office to such other bodies as are appropriate.
- Actions: In the event that any board or commission, in furtherance of their duties and obligations, seeks to commence any action in which the Town, or any agency thereof, is to be the plaintiff, permission shall be requested of the Town Council prior to the expenditure of any funds for legal services.
- Subpoenas: Those commissions with the authority to issue subpoenas shall do so only when absolutely necessary to compel attendance. In lieu of issuing a subpoena to a Town employee, a letter should be sent to the Town Manager in order to compel an employee's attendance.

### Requests for Staff Project

Requests for work in addition to that normally required in support of meetings should be kept within the budget of the board or commission. Commissioners who are not satisfied with the number of staff hours available for dedication to their agency should raise the issue of additional staffing at budget time. If sufficient funds are available in the budget of a board or commission, requests for transcripts will be met by hiring temporary typists.

### Annual Report

At the conclusion of every year, each board and commission shall submit to the Town Council a brief written report reviewing their work during the past year, and their plans for the coming year.

### History of Revisions

November 17, 1997 – Section 25  
September 6, 2011 – Section 20  
January 7, 2013 – Section 23  
September 16, 2013 - Attendance Policies  
April 6, 2020

## Appendix "A"

### Boards and Commissions Attendance Policies

Board/Commission	Approved
<b>Board of Assessment Appeals</b>	<p><u>Regular Members</u> – Must attend 60% of held appeals hearing meetings &amp; must attend a minimum of 75% of scheduled hearing panel meetings during a calendar year.</p> <p><u>Alternate members</u> - Must attend 50% of held panel meetings when requested with a 7 day notice &amp; Must attend a minimum of 50% of scheduled hearings during a calendar year if requested to serve on the hearing panel. (Alternates do not attend hearings unless requested to serve on the hearing panel)</p>
<b>Board of Ethics</b>	Full attendance shall be required at all special meetings and hearings and the Board of Ethics will endeavor to accommodate the schedule of all members for these meetings and hearings. Failure to attend three consecutive regular meetings shall be grounds to consider removal from the Board of Ethics.
<b>Capital Improvements Committee</b>	Full attendance shall be required at all meetings. The Capital Improvements Committee will endeavor to accommodate the schedule of all members for these meetings. Failure to attend three consecutive meetings shall be grounds to consider removal.
<b>Commission on Aging &amp; Persons with Disabilities</b>	If a member has five (5) or more absences during any calendar year, said absences may be cause for removal from the commission by the town council, at the recommendation of the chair. The town council shall have the authority to appoint a successor to serve the unexpired portion of the existing term.
<b>Conservation Commission</b>	<p>The Conservation Commission has 9 meetings per year. Regular attendance at meetings is important for the Commission to be able to reach a quorum and also for the group to make progress towards goals and objectives. It is expected that each member will attend at least 6 of the 9 meetings. This represents 67% of the annual meetings. If a member needs to miss a meeting, it is expected that the member will contact the Commission Chair by phone or email as far as possible in advance of the meeting, but not less than 24 hours in advance (unless the absence is due to illness or another situation which cannot be anticipated).</p> <p>Missing more than 3 meetings per year constitutes grounds for removal from the Commission. After a member has missed 2 meetings in a calendar year, the Commission Chair will counsel the member about the attendance policy. When a member has missed 3 meetings in a calendar year, the Commission Chair will inform the member that the full Commission will discuss the member's absences and vote on whether to recommend Town Council removal.</p>
<b>Economic Development</b>	It shall be the policy of the Economic Development Commission that commission members regularly attend commission meetings. If a commission member has 3 or more absences during any calendar year, said absences shall be brought to the attention of the Town Manager and may be cause for removal from the commission as provided in Section 14-62 of the Code of Ordinances.

## Appendix "A"

### Boards and Commissions Attendance Policies

Board/Commission	Approved
<b>Fair Rent Commission</b>	Full attendance shall be required at all special meetings and hearings and the Fair Rent Commission will endeavor to accommodate the schedule of all members for these meetings and hearings. Failure to attend three consecutive regular meetings shall be grounds to consider removal from the Fair Rent Commission.
<b>Historic District Commission</b>	Every Commissioner and Alternate Commissioner is required to attend the regular meeting in January for election of officers and signing of the Town code of ethics acknowledgement form. If a member is unable to attend a meeting scheduled by the call of the chair, they should notify the Chair or staff as soon as possible. Should a Commissioner be found absent for more than 25% of the meetings that were held in the year, the Commissioner will be contacted to alert him/her that this is a problem and their attendance will be subject to Town Council Review.
<b>Housing Code Board of Appeals</b>	Full attendance shall be required at all special meetings and hearings and the Housing Code Board of Appeals will endeavor to accommodate the schedule of all members for these meetings and hearings. Failure to attend three consecutive regular meetings shall be grounds to consider removal from the Housing Code Board of Appeals.
<b>Human Relations Commission</b>	<p>Members and alternates of the Human Relations Commission are expected to attend all of the scheduled meetings every year. However we do respect personal schedules, illnesses and emergencies may cause problems with attendance but still wish to have a high standard to ensure participation.</p> <ol style="list-style-type: none"> <li>1. Failure to attend three (3) meetings during any calendar year of the commission shall constitute a cause of removal in the manner provided in Section 6-3 of the Charter and shall constitute good reason for declining re-appointment to the Commission.</li> <li>2. It is strongly suggested that any Commission member who finds themselves in a personal situation where they may not be able to fulfill the commitment step aside until they can so as to avoid the necessity of the removal process.</li> </ol>
<b>Inland Wetlands and Watercourses Commission</b>	Absences from three or more regularly scheduled meetings in any calendar year will be subject to a review by the Town Council and shall constitute cause for removal. Notification for an absence will be made to the Chairman and to the Wetlands Agent prior to regularly scheduled meetings.
<b>Insurance Commission</b>	It shall be the policy of the Insurance Commission that commission members regularly attend commission meetings. If a commission member has 3 or more absences during any calendar year, said absences shall be brought to the attention of the commission chair and may be cause for removal from the commission.
<b>Library Advisory Board</b>	Members are expected to attend all meetings during the year. If a member is unable to attend, appropriate notice shall be given to the Chair. Failure to attend 3 meetings during any calendar year shall constitute a cause for removal. After missing 2 meetings, the Chair shall notify the member in writing of the absences. The Library Advisory Board shall have the authority to deliberate a member's removal for cause.

## Appendix A Boards and Commissions Attendance Policies

Board/Commission	Approved
<b>Library Advisory Board</b>	Members are expected to attend all meetings during the year. If a member is unable to attend, appropriate notice shall be given to the Chair. Failure to attend 3 meetings during any calendar year shall constitute a cause for removal. After missing 2 meetings, the Chair shall notify the member in writing of the absences. The Library Advisory Board shall have the authority to deliberate a member's removal for cause.
<b>Public Building Commission</b>	<u>Regular Member:</u> 1. Must attend a minimum of 75% of regular, scheduled meetings during a calendar year. 2. A missed special meeting will not be counted as a missed meeting. <u>Alternate Member:</u> 1. Must attend a minimum of 60% of regular, scheduled meetings during a calendar year. 2. A missed special meeting will not be counted as a missed meeting.
<b>Redevelopment Agency</b>	Full attendance shall be required at all special meetings and hearings and the Redevelopment Agency will endeavor to accommodate the schedule of all members for these meetings and hearings. Failure to attend three consecutive regular meetings shall be grounds to consider removal from the Redevelopment Agency.
<b>Town Planning &amp; Zoning Commission</b>	Every Commissioner and Alternate Commissioner is expected to attend a minimum of 75% of regular, scheduled meetings during any calendar year, but if they are unable to attend, they are expected to watch the live-stream of the meeting on the town website when it is made available, so that they are familiar with what occurred at the meeting they missed. If a member is unable to attend a meeting, they should notify the Chairperson or staff as soon as possible.
<b>Wilson/Deerfield Advisory Committee</b>	By Laws - Article IV, Membership #5 - Members are requested to attend all regular meetings during the year. Any member absent for four consecutive meetings will be subject to removal from membership on the Wilson/Deerfield Advisory Committee by the Town Council.
<b>Youth Commission</b>	The appointing authorities shall fill all vacancies in the membership of the commission and remove any member for cause. Council appointees shall be removed in the manner provided in Section 6-3 of the Charter. Failure to attend the three (3) consecutive meetings of the commission shall constitute a cause for removal.
<b>Zoning Board of Appeals</b>	Members, including alternates, are requested to attend all regular meeting during the year. Any member with more than 25% absences will be subject to removal from the membership on the Windsor Zoning Board of Appeals. All members are expected to notify the town liaison of attendance during regular business hours.

## **Appendix B** **Personnel Committee Guidelines**

### **Applicants to Boards and Commissions**

Online application form completed by new applicants and re-applicants.

A reminder should be sent to current board and commissions members to alert them that their seat is expiring.

The town website publishes list of soon to expire terms, expired terms, as well as current vacant positions.

### **Interviews**

All statutory board members are interviewed for re-appointment:

- Inlands, Wetlands and Watercourses Commission
- Town Planning & Zoning
- Zoning Board of Appeals
- Public Building Commission

Applicants for an open position shall be interviewed and duly considered, notwithstanding prior service.

Re-applicants for other boards and commissions are interviewed if there are other (new) applications for that position, if there is an attendance issue, or other reason deemed by the Personnel Committee. Attendance records are submitted to the council every 6 months.

### **Annual evaluation of Town Manager**

Conducted annually in September or October.

The Town Manager submits achievements of past year and goals for next year to full council.

Town Council members fill out individual evaluation for Town Manager and responses are collated by Personnel Committee or their assignees.

Town Council reviews and sets goals for Town Manager.