

SOUTH WINDSOR ECONOMIC DEVELOPMENT COMMISSION

BY-LAWS

1. Robert's Rules of Order shall be the Commission's procedure guide.
2. Six members (including alternates) shall constitute a quorum. All official business with the exception of adjournment must be conducted with a quorum present.
3. The Commission shall elect a Chairman, a Vice-Chairman and Secretary for a two-year term at the first regular January meeting held in the even numbered years. The chairmanship may not be held by any political party for two consecutive 2-year terms. However, if no one else from the other party is nominated to or accepts the position, then the person who is chairman will continue for two-year term.
4. The Chairperson and the Vice Chairperson shall not be of the same political party during any given term. An exception to this rule is a carryover position (See item 3). The Vice Chairperson shall be Acting Chairperson in the Absence of the Chairperson. If the Chairperson and the Vice Chairperson are absent, the Secretary shall preside at the meeting. The Chairperson shall be the spokesperson for the Commission. A view of the by-laws must be done every two years after the election of the new officers.
5. If applicable, the Commission Clerk shall be a Town staff person or a contracted person appointed by the Town Manager.
6. Regular meetings shall be held on the fourth Wednesday of each month at 7:00 P.M. The meeting may be cancelled by the Chairperson, or Vice Chairperson in the absence of the Chairperson.
7. Special meetings shall be at the call of the Chairperson or at the request of any three (3) members in writing to the Chairperson at a time and place designated by the Chairperson.
8. Notices of all regular meetings, with agenda and previous minutes, shall be sent to all members and alternates no later than seven to ten (7-10) days prior to the meeting.
9. When a member or alternate knows in advance he/she is going to be absent he/she shall notify the Administrative Secretary in the Town Manager's Office or the Chairperson or Vice Chairperson by 4:00 P.M. on the day of the meeting. You may also text the Chairperson or Vice Chairperson. In the case of an emergency, he/she shall try to contact the Chairperson or Vice Chairperson by either email, phone or text.
10. Attendance, Pursuant to Chapter 5, Section 502, paragraph b of the Town Charter states in part that "The Council may remove any member of a Board, Commission or Committee appointed by it if such member has absented himself/herself from all meetings of his Board, Commission or Committee for a period of three consecutive months".

11. Alternates are expected to attend 70% of the meetings. If alternates miss more than three (3) consecutive months of meetings, they may be subject to removal pursuant to Chapter 5, Section 502, Paragraph B, of the Town Charter.

12. Minutes of the regular meeting shall be in summarized form as opposed to verbatim records, however summarized in sufficient detail so as to contain all pertinent material which may be subsequently required.

13. These Rules may be amended by a quorum of the Commission at the meeting following the presentation of the amendments.

14. All By-Laws adopted by this Commission shall conform to all the requirements mandated by the South Windsor Charter (Sec.2-321, 2-322, 2-323, 2-324 and 2-325), Book of Ordinances, and the General Statutes of the State of Connecticut. In the event that a By-Law is not in conformance with said Charter, Ordinances, and State Statutes (CGS. 7-136), the By-Law will be deemed null and void, and the requirements of the Charter, Ordinances and Statutes will prevail.

Approved: February 22, 2023
Reviewed: January 25, 2023
Revised: January 25, 2023