

TOWN OF CHAPLIN

BOARD OF FINANCE BYLAWS

Approved: Board of Finance

MM/DD/YYYY

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ARTICLE 1. NAME, PURPOSE AND AUTHORIZATION

Section 1. The name of the board shall be the “Chaplin Board of Finance” (hereinafter referred to as the Board or the “BOF”).

Section 2. The Board operates under the authority of the Connecticut General Statutes, Specifically, Title 7, chapter 106 and generally any other statute implied by inference. (hereinafter referred to as the General Statutes) and also under the authority of a resolution to establish a Board of Finance in Chaplin, which was approved by a town meeting convened on August 8, 1932, hereinafter referred to as the Town “Board of Finance Resolution” (see Appendix B).

Section 3. The Board shall be responsible for developing and presenting to the Town voters the budgets for all Town departments and the overall Town government. It shall have all of the powers and perform all of the duties conferred or imposed upon boards of finance by the aforementioned General Statutes.

ARTICLE 2. OFFICE OF THE BOARD

Section 1. The office of the Board shall be at the Chaplin Town Hall where Board records shall be maintained. Copies of all official documents, records, and similar items shall be filed at the Town Hall and shall be retained in accordance with statutory requirements.

Section 2. Copies of all agendas, minutes and resolutions of the Board shall be filed with the office of the Town Clerk.

Section 3. All correspondence shall be addressed to the Board of Finance, 495 Phoenixville Road, Chaplin, CT 06235 or by email to ‘bofinance@chaplinct.org’.

ARTICLE 3. MEMBERSHIP

Section 1. The Board shall consist of six (6) members elected in accordance with the provisions of the aforementioned General Statutes and the Board of Finance Resolution. Their terms of office shall be as specified therein.

Section 2. There shall be three alternate members as specified in the General Statutes, specifically Section 7-340a and the Town Ordinance dated September 27, 2014. Their election and terms of office shall be in accordance with the General Statutes and Town ordinance. If a regular member of the Board is absent, or disqualified, the Chair of the Board shall designate an alternate to act in accordance with the Statutes/Ordinances mentioned above. The procedures set forth in the General Statutes for the seating of alternates is specific and must be closely followed. If this statutory provision cannot be followed, the Chair shall choose alternates in rotation, so that they can act as nearly an equal number of times as possible. Appointment of alternate members must also adhere to statutory provisions pertaining to minority representation. If any alternate is not available to sit in accordance with the regular rotation, such a fact must be reported in the minutes of the meeting.

Such alternate members shall, when seated, shall have all powers and duties of regular members as set forth in the General Statutes and Town Ordinance. When not seated, alternate members may discuss items of business. However, after a motion is made, or after the close of a Public Hearing, discussion on the motion or on the subject of the hearing shall be limited to voting members. Alternate members are encouraged to attend all meetings and executive sessions of the Board, and they shall have the right to be members of Board sub-committees.

Section 3. All members of the Board shall participate fully in Board meetings and activities and shall have such duties as may from time to time be assigned by the Board.

Section 4. Resignation from the Board shall be in written form and transmitted to the Town Clerk who shall promptly forward same to the Board Chair.

ARTICLE 4. OFFICERS AND THEIR DUTIES

Section 1. The officers of the Board shall consist of a Chair, a Vice Chair, and a Secretary.

Section 2. The Chair shall preside at all meetings and hearings of the Board and shall maintain order and have the duties normally conferred by parliamentary usage on such officers. The Chair shall have the authority to appoint committees, call special meetings, and generally perform other duties as may be prescribed in these By-Laws. The Chair has the same basic rights and privileges as all other members, including the right to make motions, to speak in debate, and to vote on all motions.

Section 3. The Vice Chair shall act for the Chair in his absence and have the authority to perform the duties prescribed by that office.

Section 4. The Secretary shall perform such duties pertaining to the notice and conduct of meetings, and be responsible for the filing of the minutes and records thereof, as assigned to the 'clerk' in the General Statutes, specifically section 7-342.

Section 5. A Recording Secretary may be provided and/or contracted to do the actual recording and filing of the Board's minutes. This does not alleviate the Secretary's responsibility to ensure that minutes and records of the Board are filed.

Section 6. All correspondence addressed to the Board shall be presented by the Chair to the Board at its first meeting held after such mail has been delivered. All mail shall be deemed "received" when so presented.

ARTICLE 5. ELECTION OF OFFICERS

Section 1. At the December regular meeting subsequent to a Municipal election an election of the officers specified in Article 4, Section 1 shall be conducted. These officers shall serve for a term of two years.

Section 2. Nominations shall be made from the Board membership in attendance and elections of the officers shall follow immediately thereafter.

Section 3. A candidate receiving a majority vote from the members of the Board present shall be declared elected.

Section 4. Vacancies in Board offices shall be filled by vote of the Board following the procedures in Article 5, Sections 2 and 3 above. The newly elected officer shall serve the unexpired term of the member he has replaced, or until his successor shall take office.

Section 5. An officer can be removed from their position, with or without cause, by an affirmative vote of four members of the Board.

ARTICLE 6. FILLING of BOARD VACANCIES

Section 1. The following section of the General Statutes shall determine how a vacancy of a Board member will be filled. "**Sec. 7-343. Filling of vacancies.** In case of a vacancy in the membership of the board of finance, unless otherwise provided by charter or special act, the remaining members of the board shall, at a special meeting called by the chairman for that purpose, by a majority vote, appoint a successor, who shall serve until the next town election and until his successor is elected and has qualified. At the next town election following the occurrence of such vacancy, the electors shall elect a successor to fill the vacancy for the unexpired portion of the term and the office to be filled shall be designated on the official ballot by the words "To fill vacancy for", followed by the duration of the unexpired term."

ARTICLE 7. MEETINGS

Section 1. Regular meetings shall be held at 7:00 p.m. on the second 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, the Board may schedule an alternative meeting date. All meetings of the Board are open to the public as required by the General Statutes.

Section 2. Special meetings shall be called as necessary by the Chair. Notice of such meeting shall be posted in the Office of the Town Clerk in accordance with the General Statutes.

Section 3. At all meetings of the Board four members shall constitute a quorum. The concurrence of a majority of votes of members in attendance shall be necessary for the transaction of business.

Section 4. Robert's Rules of Order shall govern the proceedings at the meetings of this Board except as modified by State and Federal Statutes and the Ordinances of the Town of Chaplin or by these Bylaws.

Section 5. While meetings are open to the public, they are not public hearings. The Board may permit any individual or group to address the Board concerning any subject that lies within its jurisdiction during the portion of any Board meetings so designated for such purpose. This 'Audience for Citizens' shall be subject to the following guidelines:

- (1) If deemed necessary, in order to provide time for maximum citizen participation, the Board of Finance may establish a provision at a meeting to limit comments. In such a case, five (5) minutes will be allotted to each speaker at each warned 'Audience for Citizens'. The Board may decide by a majority vote to extend the 5 minutes of time allotted.
- (2) Comments will be made, standing, or for those unable to do so, sitting, from where they are seated. Citizens are not to move to aisles, or to the front of the room, to speak.
- (3) Speakers may provide written testimony or handouts to the Board, which will become part of the public meeting record.
- (4) Speakers are only permitted to make presentations to the Board using Power Point, overhead projectors, or other electronic/digital programs with the prior approval of the Chair.
- (5) All speakers must identify themselves by name and town of residence.
- (6) The Board may not respond to comments made during the 'Audience for Citizens', with the exception that the Chairperson only may respond if, in the discretion of the Chairperson, such comments require an immediate response.

At some meetings, such as budget workshops, the Board at their discretion may add periods for 'Audience for Citizens'. The guidelines in Article 7 Section 5 above, with the exception of item (6), shall be followed.

Section 6. At a given meeting the Board may vote to go into Executive Session but only for those purposes identified in the Freedom of Information Act. The minutes must record the times at which an Executive Session begins and ends.

Section 7. All members participating in the meeting may vote. Any vote that results in a tie does not achieve a majority and therefore fails. For matters that require a decision a new motion can be proposed and voted on again until a majority is achieved.

Section 8. Board members may participate and vote at the meeting via speaker phone or other electronic means provided that the means of communication does not hinder the quality of the discussion and that any members of the public attending can clearly hear the discussion. At the beginning of the meeting, the Chairperson shall identify people attending by phone or other electronic means by first and last name. When there are multiple participants, each shall identify themselves before speaking.

Section 9. Other than the First Selectman, who by Statute is an ex-officio member of the Board of Finance, members of the Board of Selectmen and the Board of Education attending the Board of Finance meeting in person, by phone or other electronic means are members of the public. However, as a courtesy to these two Boards, and because they often have information important to this Board's business, at the discretion of the Chairperson, their members will be permitted to comment outside of the 'Audience for Citizens'. They must be recognized by the Chairperson and state their name and position before speaking.

Section 10. The dates of Board meetings for the following year shall be set by vote from the members of the Board present at one of the November regular meetings and the forwarded to the Town Clerk prior to yearend.

ARTICLE 8. ORDER OF BUSINESS

Section 1. Unless otherwise determined by the Chair, the order of business at regular meetings shall be:

- (1) Call to order by Chairperson.
- (2) Introduction of BOF Members, Alternates and Guests.
- (3) Seating of Alternates.
- (4) First Audience for Citizens (limited to TEN minutes).
- (5) Guests.
- (6) Additions or changes to Agenda.
- (7) Reports.
 - a. Board Member reports (limited to 5 minutes each)
 - b. Staff reports.
- (8) Approval of Minutes
- (9) Correspondence.
- (10) Old Business.
- (11) New Business
- (12) Continuing Business
- (13) Second Audience for Citizens. Note: Comments are limited to agenda items and subject to Chair discretion (5 minutes)
- (14) Agenda suggestions for next Regular/Special meeting.
- (15) Time and place of next Regular/Special meeting
- (16) Adjourn

Section 2. The order of business for work and special meetings shall be determined by the Chair.

ARTICLE 9. COMMITTEES/ LIAISON ASSIGNMENTS

Section 1. Membership on committees shall be appointed "ad hoc".

Section 2. Special committees may be appointed by the Chair for purposes and terms which the Board approves.

Section 3. Liaisons to the Departments, Boards and Commissions overseen by the Board will be assigned by the Chair at the December regular meeting subsequent to a Municipal election or as necessary following liaison vacancies.

ARTICLE 10. CODE OF CONDUCT

Section 1. Each member of the Board must disqualify him/herself from discussion or acting on an issue by which he/she will derive a direct or indirect gain or suffer a direct or indirect loss.

Section 2. No member can appear before the Board representing himself or another party.

ARTICLE 11. AMENDMENTS

Section 1. These Bylaws shall be reviewed at the December Board meeting following a municipal election.

Section 2. These Bylaws may be amended by a majority vote of the seated Board.

ARTICLE 12. ADOPTION

These Bylaws, and subsequent revisions, shall be adopted by vote of the Board and shall become effective on the date adopted.

Adopted:

APPENDIX B: Meeting Convened on August 8, 1932

Pursuant to the foregoing warning a meeting of the legal voters of the Town of Chaplin was held at the Town Hall on Monday August the 8th A.D. 1932 at 7.00 o'clock P.M.

The meeting was called to order by the Town Clerk who then read the warning. J. D. M. Gallway was chosen moderator. As the hall was crowded, it was voted to adjourn to the Grange Hall. Meeting was called to order in the Grange Hall by the moderator at 7.20 o'clock P.M. The Town Clerk reread the warning and also read the minutes of the previous transaction at the Town Hall. Jos. Bujak and George Quay appointed tellers.

Voted: To leave money under Highway and of Bridges and not to transfer to the items of salaries and fees and of miscellaneous. 25 votes for and 10 against.

Voted: To appropriate \$150 additional only to be used for the Town Poor. Vote 20-0.

Voted: To reject the appropriation of \$101.84 asked for the schools. Vote 18-9.

On motion the following resolution was duly adopted by yes and no paper ballot.

Be it resolved that we, the legal voters

of the Town of Chaplin duly warned and assembled this 8th day of August A. D. 1932 do hereby enact and establish under the General Statutes of Connecticut Revision of 1930, Chapter 28 Section 413 a Town Board of Finance for the Town of Chaplin to be effective on and after the Annual Town Meeting to be held on the First Monday in October A. D. 1932. Said Board shall perform all the customary ^{duties} as outlined in Chapter 28 of the General Statutes, Revision of 1930 and also any duties as assigned by vote of the Town according to law.

Done at Chaplin, Conn. this 8th day of August A. D. 1932 by a vote of 46 for and 5 against

Attest: S. M. Galloway, Moderator
B. M. Church, Town Clerk

Voted To reject the \$500.00 appropriation asked for under section 4 of the warning

At this point Thomas Melbade was allowed the courtesy of the floor and made complaint regarding the road to his place located in this town and the manner in which it was repaired. No action taken.

Voted To adjourn sine die.

Meeting was adjourned by moderator

A true copy

Attest: B. M. Church
Town Clerk.

At a Special Town Meeting, held on Wednesday, August 27th, 2014, the voters of the Town of Chaplin duly enacted the following Ordinance:

AN ORDINANCE CONCERNING THE SELECTION OF ALTERNATE MEMBERS
TO THE BOARD OF FINANCE OF THE TOWN OF CHAPLIN

SECTION I. As authorized by Connecticut General Statutes Section 7-340a, there shall be three alternate members selected to serve on the Board of Finance of the Town of Chaplin.

SECTION II. The appointment and election of such alternates shall conform to Section 9-167(a) of the Connecticut General Statutes, as amended, inasmuch as minority representation of political parties is concerned.

SECTION III. Per Connecticut General Statutes Section 7-340a, each alternate, when seated, shall have all the duties and powers of any regular member of the Board of Finance as set forth in the General Statutes or any special act of the State of Connecticut or municipal charter of the Town of Chaplin as hereinafter may be enacted.

SECTION IV. Alternates selected hereunder shall be electors of the Town of Chaplin.

SECTION V. Three (3) alternate members shall be appointed by a majority vote of the Board of Finance of the Town of Chaplin at a meeting noticed for such purpose and held within forty-five (45) days of the effective date of this Ordinance, to serve until the next Town election. At the next Town election, one (1) alternate shall be elected for two (2) years, one (1) alternate shall be elected for four (4) years, and one (1) alternate shall be elected for six (6) years. At each subsequent town election, one (1) alternate shall be elected for a six (6) year term.

SECTION VI. In the event there are less than three (3) alternates to the Board of Finance, any such vacancy or vacancies shall be filled by a majority vote of the Board of Finance at a meeting noticed for such purpose. Per Connecticut General Statutes Section 7-107, should any such vacancy remain unfilled by the Board of Finance for more than thirty (30) days after it occurs, the Board of Selectmen may appoint a qualified person to fill such vacancy until the next municipal election.

SECTION VII. When a regular member of the Board of Finance is absent or disqualified, such absent or disqualified member shall be replaced by an alternate in the manner set forth in Connecticut General Statutes Section 7-340a.

SECTION VIII. Per Connecticut General Statutes Section 7-157(a), this Ordinance shall become effective fifteen days after publication thereof in some newspaper having a circulation in the Town of Chaplin.

Attest: Shari Smith
Chaplin Town Clerk

Pursuant to the vote of approval, the Ordinance was duly placed in the "Chronicle" on September 12th, 2014 and said Ordinance became effective on September 27th, 2014.