

## **Bylaws of the Board of Ethics Town of Brookfield, Connecticut**

The Board of Ethics of Brookfield, Connecticut consists of three citizens of Brookfield who are appointed as the Charter provides, to four-year terms by the Board of Selectman. Minority representation is determined in accordance with the provisions of Connecticut General Statutes 9-167a.

### **Article I: Board of Ethics Purpose and Organization**

1. The authority for the Board of Ethics comes from the current versions of the Charter of the Town of Brookfield (specifically Article VII, Article X and Addendum A, III, B), The Code of Ethics of the Town of Brookfield (specifically Chapter 21-1 and 21-2), and Connecticut General Statutes.
2. The Board of Ethics members shall be voted to the following offices: Chairperson, Vice-Chairperson and Recording Secretary.
3. The Board of Ethics shall meet at least once a year in January or February.
4. Additional meetings of the Board of Ethics shall be called during the year as the need arises.

### **Article II: Officers of the Board of Ethics, Their Appointments and Duties**

1. Officers of the Board of Ethics
  - a. Officers are the Chairperson, Vice-Chairperson and Recording Secretary.
  - b. The Board of Ethics members shall elect officers to a two (2) year term.
  - c. Officers may be elected to subsequent terms in the same office.
2. Duties of the Chairperson
  - a. The Chairperson shall develop the agenda for meetings in consultation with all other members.
    - 1) Any member of the Board of Ethics may submit items for the agenda, provided this occurs at least five days prior to the posting of the meeting.
    - 2) Agenda items may also be added to a regular meeting, provided a majority of the members concurs.

- b. The Chairperson shall preside over Board of Ethics meetings.
  - c. The Chairperson shall have the same right to vote on all matters coming before the Board of Ethics as any other member.
  - d. The Chairperson shall be the person authorized to speak publicly for the Board of Ethics.
3. Duties of Vice-Chairperson
- a. The Vice-Chairperson shall act in the absence of the Chairperson at any meeting of the Board of Ethics.
  - b. The Vice-Chairperson shall assume other duties as delegated by the Chairperson.
4. Duties of Recording Secretary
- a. The Recording Secretary shall take the minutes of the Board of Ethics.
  - b. The Recording Secretary shall file any votes of the Board of Ethics within two (2) business days with the Town Clerk's and the First Selectman's offices.
  - c. The Recording Secretary shall file the draft of the minutes of all meetings within seven (7) business days with the Town Clerk's and the First Selectman's offices.
  - d. The Recording Secretary shall be the custodian for all records and papers of the Board of Ethics.
  - e. The Recording Secretary will assume other duties as delegated by the Chairperson.

### **Article III: Specific Board Procedures**

1. Parliamentary Procedure: Unless otherwise specified by these Bylaws, the Board of Ethics shall conduct its business pursuant to the latest edition of Roberts Rules of Order.
2. Meetings
- a. The Board of Ethics shall hold at least one meeting annually in January or February for the purpose of electing officers (if terms are expiring), reviewing the Code of Ethics and determining other business which may need to be pursued.
  - b. The annual meeting of the Board of Ethics may be postponed by the Chairperson for a month with good cause and with such notice as is practicable.
  - c. The Chairperson shall schedule other meetings throughout the year as the Any two members of the Board of Ethics may also request a meeting be scheduled, and the Chairperson shall do so at a time and place convenient to the Board.

3. Quorum: A majority of the legally appointed voting members of the Board of Ethics shall constitute a quorum for the transaction of business.
4. Votes: Unless otherwise required, all questions pending before the Board of Ethics shall be decided by a majority of the voting members present and voting.  
"Present" means physically in the meeting room or by electronic equipment as provided by C.G.S. [currently found in Section 1-18a(b)].
5. Order of Business at each Regular Meeting
  - a. Call to order
  - b. Public Participation
  - c. Consideration of Minutes
  - d. Correspondence/communications
  - e. Executive Session
  - f. Items for discussion, including reports
  - g. Items requiring action
  - h. Public Participation
  - i. Adjournment

The above order may be changed, as circumstances require, at the discretion of the Chairperson, or by a request from two members of the Board of Ethics.

6. Public Participation

- a. The Board of Ethics considers it important to hear the viewpoints of the citizens of Brookfield. It shall schedule time during each regular meeting and, when practicable at special meetings, for public participation.
  - b. During public participation, the Chairperson shall recognize speakers, request proper identification and maintain proper order. The Chairperson shall allot a reasonable time for each speaker.
  - c. The Board of Ethics shall hear only concerns, views and opinions, which are within the jurisdiction of the Board of Ethics. Any public comment which relates to an area appropriate for executive session will not be heard in public session.
  - d. The Board of Ethics shall give due attention to all comments and contributions from the public, but shall not be expected to respond to questions immediately. Inquiries requiring detailed responses shall be considered by the Board within a reasonable period of time.
  - e. Presentations of any reports to the Board of Ethics shall not be construed as approval of the Board of the content of the report.
7. Executive Session: By a majority vote of the voting members present, the Board of Ethics may hold an executive session in accordance with Connecticut General Statutes.

8. Amending the Bylaws

- a. Any proposed changes to the Bylaws shall be submitted to all members at least one week prior to the meeting at which the proposed changes shall be discussed.
- b. Any vote on amending the Bylaws shall occur no sooner than the next meeting of the Board of Ethics.

9. Recommended changes to the Code of Ethics

- a. Any recommended changes to the Code of Ethics shall be submitted to all members at least one week prior to the meeting at which the recommended changes shall be discussed.
- b. Any vote on recommending changes in the Code of Ethics to the Board of Selectmen shall occur no sooner than the next meeting of the Board of Ethics.

10. Minutes

- a. The Recording Secretary shall record in the minutes the actions taken by the Board of Ethics.
- b. The Recording Secretary shall file any votes of the Board of Ethics with the Town Clerk's and Selectman's offices within two (2) business days, and a draft of the minutes within seven (7) business days.
- c. A voting member of the Board of Ethics may request that his or her remarks be made part of the minutes, and shall state same as briefly as possible.

10. Suspension of Bylaws

- a. Any Board of Ethics procedure may be suspended at any meeting of the Board by a vote of two-thirds of the members present and voting, except any provisions of the Bylaws incorporating compulsory statutory provisions.
- b. Suspension of the Bylaws shall be for a specified purpose.

**Article V: Distribution**

These Bylaws shall be filed with the Town Clerk's and First Selectman's offices.

**Article VI: Effective Period**

These Bylaws shall take effect upon adoption by the Board of Ethics, and shall continue until modified or rescinded by a majority vote of the Board of Ethics.

Adopted: February 23, 2008