

Rules of Conduct for Durham Charter Revision Commission Meetings

Approved by Charter Revision Commission 10/15/2025

1. Purpose

The Charter Revision Commission is established by a vote of the Durham Board of Selectmen and guided by Connecticut General Statutes §7-187 et seq. Its meetings shall be conducted in a manner that ensures transparency, fairness, and compliance with Connecticut's Freedom of Information Act (FOIA).

2. Compliance with CT FOIA

- Open Meetings: All meetings, including subcommittee meetings, of the Commission are public meetings under FOIA. Meetings shall not begin without posting notice in accordance with FOIA requirements (at least 24 hours in advance for special meetings).
- Agendas: Agendas must be filed with the Town Clerk and available to the public before the meeting in compliance with FOIA requirements. No items may be added to a special meeting agenda.
- Minutes: Draft minutes must be available for public inspection within 7 days. Approved minutes shall be maintained as permanent records.
- Executive Session: May only be held for specific reasons permitted by FOIA (e.g., pending litigation, personnel matters, real estate negotiations). The purpose must be stated in the motion, and no final action may be taken in executive session.
- Public Access: Meetings must be open to the public and, where feasible, provide remote participation consistent with town policy.

3. Conduct of Commissioners

- Attendance & Punctuality: Members are expected to attend all meetings and arrive on time. Notify a Co-Chair in advance if unable to attend.
- Order & Decorum: All commissioners shall treat one another, staff, and the public with respect. Side conversations and disruptions are discouraged.
- Decision-Making: Motions shall be made and seconded before discussion. Voting shall be conducted by voice vote or roll call when required. Majority vote governs.

4. Role of the Co-Chairs

- The Co-Chairs shall preside, recognize speakers, and rule on points of order on a rotating basis.
- The Co-Chairs may set reasonable limits on debate to ensure efficiency.
- The Co-Chairs ensure compliance with FOIA and these Rules of Conduct.

5. Public Participation

- Comment Periods: Members of the public shall have an opportunity to speak during designated public comment portions of the agenda.

- Time Limits: Speakers shall have 3 minutes to speak on topics germane to the Commission's business.
- Order: Comments must be directed to the Commission as a whole, not individual members. Disruptive behavior may result in removal from the meeting.

6. Records & Transparency

- All documents distributed to the Commission are public records unless exempt under FOIA.
- Meeting recordings, if made, shall be retained and available as public records.
- Drafts and working papers should be managed in accordance with FOIA and records retention schedules.

7. Amendments to Rules

These Rules of Conduct may be amended by majority vote of the Commission, provided changes are consistent with state statutes and FOIA.

Acknowledged by Commission Members:

<u>Martin Anderson</u>	<u>10/16/25</u>
Martin Anderson Co-Chair	Date

<u>Laura Francis</u>	<u>10/16/25</u>
Laura Francis Co-Chair	Date