

BY-LAWS OF THE Warden and Burgesses

Adopted July 29, 1913
Amended August, 3, 2009
Amended September 6, 2010
Amended February 7, 2011

I MEETINGS

1. *Regular Meetings*

Regular meetings of the board shall be held at the Woodmont Borough Hall on the first and third Mondays in June, July, and August and the first Tuesday and third Monday in September of each year at eight o'clock P.M. Regular meetings of the board shall be held also at least once a month from October to May, inclusive, at such places as are agreed upon by the Board. In the event that a meeting falls on a national or religious holiday, the meeting shall be held on the following Monday. At all such meetings petitions of freeholders may be received, and any freeholder desiring to speak on any subject may do so, with the consent of a majority of the Burgesses present.

2. *Special Meetings*

A special meeting of the Board may called by the Warden, or Senior Burgess in the Wardens absence. Notice of the special meeting must be filed with the Clerk and posted stating the time, place and business to be transacted no less than 24 hours, (excluding weekends, holidays), before the time set for the meeting.

II Order of Business

The order of business at regular meetings of the Board shall be ordinarily as follows:

Approval of the minutes of the previous meeting.

Freeholders I (Freeholders may present their concerns and issues)

Report of the Warden.

Report of the Treasurer.

Report of the Tax Collector

Report of the Clerk

Report of the Constable.

Committee Reports

 Planning & Zoning

 Police & Safety

 Borough Hall

 Street Lighting

 Beaches

 Public Works

 Finance

 Library

Approval of Bills.

Unfinished/Old Business.

New Business (Introduction, Discussion and Votes of new non procedural motions.)
Freeholders II (Comments from Freeholders concerning the actions of the board at this meeting.)
Adjournment

III Agenda Items

1. The Warden or any Burgess may add an item of “New Business” to the agenda by submitting it to the clerk before the Thursday preceding a regular meeting. Agenda items that involve motions submitted under “New Business” should include draft language to be posted with the agenda. “New Business” items may be added to a regular meeting agenda after the submission deadline by a motion at the meeting receiving affirmative votes from two thirds the burgesses present.
2. New Business items must be
 - (i) Acted On, where the motion is made, seconded and “Passed”, “Failed”, or “Tabled” and placed under “Unfinished Business” on the Agenda of the next regular meeting or,
 - (ii) Not Acted On, where the motion is “Withdrawn” from the agenda or “Carried Over” and placed on the Agenda of the next regular meeting as “New Business”.
3. Freeholders and residents making presentations under “Freeholders I” shall be limited to a total of three minutes and may not be granted time from others.
4. Freeholders and residents making presentations under “Freeholders II” shall be limited to a total of three minutes to comment on the proceedings of the current meeting and may not be granted time from others.

IV DUTIES OF OFFICERS

1. **Warden**
 - a) It shall be the duty of the Warden to acquaint himself with the sanitary conditions of the Borough and to see that all borough properties are kept clean safe and in proper working order.
 - b) The Warden shall attend to the signing and execution of all contracts, ordinances and orders authorized by the Board.
 - c) No work for the Borough, contracts excepted, shall be entered upon without a written or printed order, signed by the Warden, and every bill presented for payment must have the original order attached to it.
2. **Treasurer.**
 - a) It shall be the duty of the Treasurer to attend the regular meetings of the Board and present a report of moneys received and payments made during the fiscal year to the date of the meeting and how those revenues and expenditures compare to the budget.

- b) The Treasurer shall keep the books in such a manner that payments under the various appropriations shall be clearly shown.

3. Clerk

- a) The Clerk shall keep a book to be known as the "Ordinance Book", in which all ordinances as they are enacted by the Board and all alterations and amendments of ordinances now existing shall be recorded.
- b) The clerk shall prepare minutes for all meetings of the Board of Burgesses and Warden and all meetings of the Borough.
 - (i) The minutes of such meetings must be made available to the public within 7 days of the session to which they refer in the clerk's office. In the case of special meetings, the 7 day period excludes weekends and holidays.
 - (ii) The minutes must contain the record of each member's vote on any issue before the Board of Warden and Burgesses.
 - (iii) The minutes must also contain a section entitled "Outstanding Items" that contains a running list of all uncompleted tasks the board has agreed to undertake and when it was agreed to.
- c) The votes of each member on any issue must be put in writing and made available to the public within 48 hours, excluding weekends and holidays, of the meeting at which the votes were taken.
- d) The minutes of a meeting at which an executive session occurs must indicate all persons who were in attendance at the closed session, except for job applicants who were interviewed.

4. Constable

At regular meetings of the Board, the Constable shall make a report concerning the work done by him and the general condition of the Borough in regard to law and order.

History

Amended August 3, 2009 to meet the requirements of the CT Freedom of Information Act, include reports of the Tax collector, Clerk and Constable, clarify duties of the Clerk and Treasurer and allow freeholders to comment on the meeting.

Amended September 6, 2010 to limit freeholders and residents to three minutes for petitions and comments and to clarify the procedure for the disposition of New Business.

Amended February 7, 2011 to make technical corrections and requiring the clerk to track "Outstanding Items".