

**BYLAWS OF THE WEST HARTFORD
CENTER SPECIAL SERVICES DISTRICT**

The following bylaws shall govern the operations of the West Hartford Center Special Services District (hereinafter the "District").

OFFICERS

1. There shall be a President of the Board of Commissioners (hereinafter the "Board") and a Vice-President of the Board who shall serve for two-year terms commencing on the date of the annual meeting held pursuant to Bylaw 2(a) next following the town elections held pursuant to West Hartford Charter, Chapter II, §2. The Director of Financial Services of the Town of West Hartford or designee shall serve as the Treasurer of the Board and of the District. The Town Clerk of West Hartford or designee shall serve as the Clerk of the Board (hereinafter the "Clerk").

MEETINGS

2. All meetings of the Board or the Members shall be held at 6:30 p.m. on the dates of regularly scheduled meetings of the Town Council unless otherwise clearly specified in the written order calling the meeting. The specific date for any of the following meetings may be altered by resolution of the Board adopted by a two-thirds majority of those Commissioners present and voting:

- (A). Annually on the first Tuesday following the first Monday in January, provided that if such day falls upon a holiday, such meeting shall be held on the next Tuesday thereafter, a general meeting of Members of the District shall be held to review the activities of the District and to conduct District elections when appropriate.
- (B). Annually on a date in March before March 12th, a meeting of the Board shall be held for the purposes of adopting detailed preliminary estimates of the expenditures to be made by the District; the estimated revenue, other than levy revenues, to be collected by the District in the ensuing Fiscal Year; and the estimated levy on each Land Use Category or sub-category thereof to be recommended by the Board.
- (C). Annually on a date in April before April 16th, a meeting of the Board shall be held on not less than ten (10) days' published notice for the purposes of holding a public hearing on the proposed annual budget for the District for the ensuing Fiscal Year.
- (D). Annually on a date in April before April 26th, a meeting of the Board shall be held for the purposes of adopting a budget for the ensuing Fiscal Year, including its

recommended levy upon all Taxable Interests in Real Estate constituting Residential Land Uses or Commercial Land Uses (by sub-category) within the District as necessary to support the District's budget

3. Special meetings of the Board or of the Members of the District shall be held only upon written order of the President or of any four Commissioners. Such notice shall specify the purpose or purposes for which such meeting is called, and the time and the place where the special meeting is to be held, and no other business shall be considered.

- (A). Special meetings of the Members of the District shall be warned by the Clerk by publication thereof in a newspaper having general circulation in the Town of West Hartford not less than ten (10) days prior to the date of the meeting.
- (B). At least forty-eight hours prior to any meeting of the Board or of the members of the District, the Clerk of the Commission shall give notice of such meeting by: (1) causing a copy of the notice to be left at the usual place of abode of each Commissioner and at the office of the West Hartford Town Manager (hereinafter the "Town Manager"); and (2) posting the notice at the Office of the Town Clerk.

4. All meetings of the Board or the Members of the District shall be held at the West Hartford Town Hall unless impracticable or, in specific cases where public interest requires otherwise, when so ordered by the Board, or when such other place shall have been specified in the notice of the meeting by order of the President.

5. At all regular meetings of the Board, the order of business shall be as follows:

- (1) Roll Call
- (2) Public Forum
- (3) Approval of Minutes
- (4) Receipt of Petitions
- (5) Consideration of Consent Calendar
- (6) Receipt of Communications
- (7) Unfinished Business
- (8) New Business
- (9) Consent Calendar
- (10) Staff Reports
- (11) Executive Session
- (12) Adjournment

6. The public forum under the order of business shall be that portion of each regular meeting of the Board during which up to seven Members of the District may address the Board for not more than three minutes each regarding any item of the agenda, provided that this rule shall not limit in any way the provisions of Rule 7 hereunder.

7. The signer of a communication received by the Board under the order of business, or the

spokesperson for any group whose petition or communication is so received, may address the Board on the subject of the petition or communication for up to five minutes; provided the subject matter of such petition or communication is clearly specified in the petition or communication.

8. Except as otherwise provided under these bylaws, any item or items upon which final action may be taken at a regular meeting of the Board under the order of business, may, upon a motion duly seconded, be moved to the consent calendar absent objection by any Commissioner at any time prior to final action thereon. The consent calendar shall be voted without debate as a single item.

9. All reports to be received by the Board shall be in writing, and if a resolution is recommended therein, a copy of such resolution shall be included with the report.

BOARD MEETING AGENDA

10. All items for the agenda of a regular meeting of the Board shall be submitted in writing and shall be filed with the Clerk of the Board not later than 10:00 a.m. on the seventh day preceding the date of such meeting.

11. The President of the Board, upon consultation with the Town Manager, shall instruct the Clerk of the Board as to what items are to be included on the agenda for each regular meeting or special meeting of the Board. Each item included on the agenda shall show the name of the sponsor or sponsors.

12. The Clerk of the Board shall forthwith send each Commissioner a copy of the agenda and a copy of each item included thereon. The Clerk of the Board shall make copies of each agenda available to the public on request.

BOARD HEARINGS

13. General procedures for the conduct of public hearings and other public forums shall be announced by the President at the commencement of each meeting of the Board. The President may direct that proponents and opponents present testimony in alternate half-hour periods. For good cause, the Board may continue any meeting to another convenient date of which due notice shall be given.

14. A registry shall be provided not later than one-half hour prior to any meeting of the Board and any Member of the District who wishes to speak may enter his or her name and address therein, provided that any such Member desiring to speak shall be permitted to do so whether or not he or she has made such entry in the register.

BOARD ORGANIZATION

15. Whenever the Board shall organize as a committee of the whole for the purpose of considering a single subject, debate shall be limited to such subject, and no other subject shall be introduced until a motion to resolve into the regular order of business shall prevail and the report of such committee of the whole shall have been received by the Board.

16. The President of the Board shall appoint the following standing committees:

(A) A Finance and Budget Committee to be responsible for overseeing the operational budget; capital improvement programming and overseeing the capital budget; financial and program planning; budgeting and accounting; and debt and sundry.

(B) A Physical Services Committee to be responsible for operations of the District, including liaison with the Town staff; community maintenance, including solid waste alternatives; parking regulation and parking facilities; and public transportation.

(C) A Public Safety Committee to be responsible for liaison with fire and police services; emergency medical services; and traffic regulation.

17. The President of the Board may appoint, or by Board resolution shall appoint, such special committees as may be desirable from time to time, provided that any such committee shall be appointed for an express purpose or purposes and for a set period of time.

18. Except as otherwise provided in these bylaws, each standing committee and special committee shall be composed of three Commissioners, not more than two of whom shall be members of the Town Council of West Hartford, and the President of the Board shall designate one Commissioner on each such committee to serve as chairperson.

19. The President and Vice President of the Board shall serve, *ex officio* and without vote, on all standing committees and special committees, except such committees to which they are otherwise duly appointed in full.

20. Committee meetings shall be called by the chairperson or by request of two-thirds of the committee members. Except in the case of an emergency, committee meetings shall be called upon written notice, which notice shall be given no less than forty-eight hours prior to the committee meeting. All Commissioners and the Town Manager shall be notified of all committee meetings by the Clerk of the Board.

21. Any Commissioner may attend the meeting of any committee, except a committee meeting in executive session; and, except when a committee member has or desires the floor, any Commissioner shall have the privilege of the floor at any committee meeting.

22. Each committee shall keep at least summary minutes of its proceedings, copies of which shall, within seven days following a committee meeting, be filed with the Clerk of the Board

who shall forthwith send such minutes to all Commissioners, the Town Manager and the Town Clerk.

23. The Clerk of the Board shall keep a record of all matters on which the Board has acted by way of a motion to commit or to refer, and shall prepare quarterly a report listing all such matters which have not otherwise been reported back to the Board, and shall forthwith send a copy of such report to all Commissioners and the Town Manager.

ADMINISTRATIVE EXPENDITURES

24. No expenditure of funds appropriated to the Board for its own administrative purposes shall be made, other than for routine purposes, in excess of two hundred fifty dollars except upon the express prior authorization of the President of the Board, or in excess of five hundred dollars except upon the express prior authorization of the Board.

GENERAL MEETING PROCEDURES

25. The President or, in the absence of the President, the Vice President, shall preside at all regular meetings and special meetings of the Board or of the Members of the District. In the absence of the President and Vice President, the remaining members of the Board shall choose from among its members a Commissioner who shall act as President until the President or Vice President shall appear.

26. Except when a Commissioner has or desires the floor, the Town Manager shall have the privilege of the floor for the purpose of providing information on the business and affairs of the District; and the District Counsel shall likewise have the privilege of the floor for the purpose of advising the Board on any question of law or procedure.

27. A roll call vote shall be required when requested by any Commissioner.

28. When a question is under debate, no motion shall be received except a motion to adjourn, to limit debate, to table, to call the previous question, to postpone indefinitely, to postpone to a date certain, to commit, or to amend, which several motions shall have precedence in the order stated herein. A motion to adjourn or a motion to limit debate shall always be in order, even when another has the floor. A motion to table may be debated.

29. When a motion has been voted, it shall be in order at any time before final adjournment of the meeting at which the motion has been voted, for any Commissioner who voted on the prevailing side to move to reconsider the question, and such motion for reconsideration shall take precedence over all other questions except a motion to adjourn or a motion to limit debate.

30. Withdrawal of a matter on the agenda may be permitted at a regular or special meeting in accordance with Robert's Rules of Order. However, prior to the President stating the question, the maker(s) of any such matter who wish to withdraw it from consideration may explain briefly

the reasons for such withdrawal, but there shall be no debate.

31. Any of these bylaws may be suspended by two-thirds vote of the Board present and voting provided that such suspension does not contravene applicable provisions of State law, the Charter of West Hartford or the West Hartford Code of Ordinances.

32. Robert's Rules of Order shall be the source authority and shall control all matters of parliamentary procedure not otherwise specified in these bylaws.

33. Any proposed amendment to these bylaws shall be submitted, in accordance with the provisions of Bylaw 10 hereinabove, and shall thereafter be adopted only by two-thirds vote of Commissioners present and voting at the subsequent regular meeting.

**GENERAL PROCEDURES FOR PUBLIC HEARINGS
AND PUBLIC FORUMS**

These procedures are promulgated in accordance with District Bylaw 13. The following represents the procedures for public hearings, including budget hearings, provided that the President may announce an amendment to these procedures when conditions require:

- I. A sign-up sheet shall be provided one-half hour prior to the hearing.
- II. Speakers will be called in order from the sign-up sheet, provided that only those persons who have not yet addressed the Board on the issues subject to hearing shall be called.
- III. The President may permit a presentation by the administration of the District or Town staff prior to calling on members of the public.
- IV. Unless the Board waives its rules by a two-thirds vote, only Members may address the Board.
- V. After each person on the sign-up sheet has spoken, the President shall call on other persons who have not yet spoken who wish to address the Board.
- VI. Each speaker shall limit his/her comments to items on the notice of the meeting.
- VII. All speakers shall be confined to three minutes each, except that persons providing the Board with a group's duly authorized position on an issue may speak for up to five minutes.
- VIII. Speakers may not yield their allotted time to others in order for others to expand their three minutes.
- IX. If a hearing is continued to another date and time, the Board will continue the hearing by first calling speakers from the original sign-up sheet who have not yet spoken.
- X. An additional sign-up sheet shall be provided one-half hour prior to the continued hearing.
- XI. After the completion of the original sign-up sheet, the President shall call speakers from the new sign-up sheet in the order in which they have signed said sheet, provided that only those persons who have not yet addressed the Board on the issues subject to hearing shall be called.
- XII. After each person on the sign-up sheets has been given an opportunity to speak, the President shall call on other persons who have not yet spoken at the original or continued hearing who wish to address the Board.

- XIII. At the conclusion of the hearing or continued hearing, the Board may, by majority vote, permit speakers who have already addressed the Board at the original or continued hearing to address them again for an additional three minutes. The President may set a total time limitation for receiving such additional comments and shall announce such limitation prior to the above-referenced vote by the Board.
- XIV. If the number of speakers and the time obligations of the Board permit, the President may announce, at the commencement of the hearing, that each speaker may have an additional specified time to address the Board.