



STATE OF CONNECTICUT – COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

[www.ellington-ct.gov](http://www.ellington-ct.gov)

## **Guidelines for Ad Hoc Committees with Associate Members/Student Representatives**

### **General Guidelines for Ad Hoc Committee Members and Associate Members/Student Representatives**

- A. Participation of Associate Members/Student Representatives [herein referred to as Associate Members] must not interfere with any school activity or extend beyond any curfews in place.
- B. Associate Members will make every effort to report for meetings and events and will communicate with the Chairperson of the committee if he/she is unable to attend a meeting or event.
- C. The Ad Hoc Committee must appoint one member as the Advisor to Associate Members to function in an advisory capacity to guide Associate Members during events or in the planning of events. The Ad Hoc Committee Advisor must undergo a criminal background check prior to taking on this role.
- D. A minimum of two (2) Ad Hoc Committee members will be present at all times at any function/meeting involving Associate Members.
- E. Associate Members will not be the last to leave a meeting or event; Ad Hoc Committee members (a minimum of two) must ensure that all Associate Members have been retrieved by a parent/guardian or his/her designee. No Ad Hoc Committee member (other than a parent/guardian or his/her designee) shall transport any Associate Member to or from a meeting or event.
- F. Parents/Guardians will be provided with contact information for the Ad Hoc Committee members.
- G. Ad Hoc Committee meetings, as with all Town meetings, are open to the public; therefore, parents/guardians of Associate Members are eligible to attend, with the understanding that they are regarded as members of the public and are expected to abide by the proper rules of order.

## **General Conduct for Ad Hoc Committee Members and Associate Members**

- A. All members will exhibit professional behavior at all times.
- B. All Members shall be courteous and respectful to each other and to the general public in all situations.
- C. All Members shall maintain a neat and clean appearance when representing the Town.
- D. All Members shall respect the rules of order at all meetings.
- E. Any member violating the General Conduct rules or involved in any illegal misconduct will be subject to removal by the Board of Selectmen. Any member who believes that the actions or words of another member constitute harassment or unlawful discrimination has a responsibility to report it to the First Selectman's Office. Confidentiality at the time of reporting the incident will be preserved to the maximum extent possible.

## **Associate Members Membership**

- A. Associate Members serving on a Town Ad Hoc Committee shall be between the ages of 14-17.
- B. Associate Members are non-voting members.
- C. Associate Members may apply for membership by completing a Statement of Interest for Associate Member/Student Representatives form [Attachment A] and a Confidential Medical Form [Attachment B] and submitting both to the First Selectman's Office. The applicant's Statement of Interest will be considered by the Personnel Committee and the Board of Selectmen. A copy of the Confidential Medical Form will be forwarded to the Ad Hoc Committee Chairman and Advisor after the Associate Member is appointed.
- D. Written parental or guardian permission is required for membership as indicated on the Statement of Interest form.
- E. Associate Members will serve a term of one (1) year, with potential for additional terms of service dependent on the recommendation of the committee chairperson.
- F. After reaching the age of eighteen (18), Associate Members [who become registered voters in the Town of Ellington] may apply for regular membership by completing and submitting a Statement of Interest form [Attachment C] to the First Selectman's Office. The applicant's Statement of Interest will be considered by the Personnel Committee and the Board of Selectmen, in conjunction with the Town of Ellington Charter, Section VIII – Appointed Boards and Commissions.

*BOS Adopted: 04/21/2014*



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## BOARD OF SELECTMEN

### STATEMENT OF INTEREST – **Student Representative** for serving on a Town Ad Hoc Committee

STUDENT'S NAME: \_\_\_\_\_ AGE: \_\_\_\_\_  
(14 to 17 years old)

ADDRESS (HOME): \_\_\_\_\_

HOME PHONE NUMBER: \_\_\_\_\_ CELL PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NAME OF SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

TOWN AD HOC COMMITTEE OF INTEREST \_\_\_\_\_

- Briefly explain your reasons for being interested in serving your town in this capacity:
  
- Note the qualifications you have which you think will be an asset to the committee in which you are interested:

Please be advised that all town officials must comply with Section 1203 of the Town Charter-Conflict of Interest: "Any elected or appointed officer, any member of any board or commission, or any employee of the town who has a financial interest direct or indirect, in any contract, transaction or decision of any officer or agent of the town or any board or commission, shall disclose that interest to the Board of Selectmen for recording upon their official records and any such person shall be thereby disqualified from participation in the awarding, assignment or discussion of any contract, transaction, or decision. Violation of this provision shall be grounds for the removal of any such person." Should you be appointed to serve on a town board, commission or agency, you would be required to comply with these regulations.

By signing below I certify that I understand and accept Section 1203 of the Town of Ellington Charter and Attendance Policy (printed on back) and agree to abide by such.

Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

Parent's Name (Please Print): \_\_\_\_\_ Phone: \_\_\_\_\_

Date: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

# TOWN OF ELLINGTON

## Policies & Procedures

### Attendance Policy

#### Appointed Board/Commission Members

1. Any person appointed by the Board of Selectmen to a Town board or commission having alternate members shall be expected to attend 75% of said board or commission regular meetings; i.e., 9 out of 12 monthly meetings.
2. Any person appointed by the Board of Selectmen to a Town board or commission, not having alternate members, shall be expected to attend 80% of said board or commission's meetings; i.e., 10 out of 12 monthly meetings.
3. Members not meeting these standards shall be subject to removal from the board or commission by two-thirds vote of the Board of Selectmen.
4. Prior to removal, the member shall receive one letter of warning.
5. The removal process may be initiated by the board or commission or by the Board of Selectmen.
6. Minutes of said board or commission shall be used to determine attendance.
7. This resolution shall not apply to any person duly elected at any regular or special election.

BOS Approved: 7/18/94

## Town of Ellington

### Confidential Medical Form for Associate Members/Student Representatives on Ad Hoc Committees

Ad Hoc Committee: \_\_\_\_\_

#### PERSONAL INFORMATION: (Please Print)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

Male  Female Date of Birth: \_\_\_\_\_  Glasses  Contact Lenses

Medical Conditions: \_\_\_\_\_ Allergies: \_\_\_\_\_

Medications Taken Regularly: \_\_\_\_\_

#### Parent/Guardian Name/Contact Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### EMERGENCY CONTACT: (other than Parent or Guardian)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

#### *Activity Permission (Mandatory for members under 18 years of age)*

*I hereby give my permission for my child to participate in programs sponsored through his/her membership as an Associate Member/Student Representative while serving on Town of Ellington Ad Hoc Committees.*

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please return this completed form to the First Selectman's Office, PO Box 187, Ellington, CT 06029, along with the Statement of Interest Form.



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## BOARD OF SELECTMEN

### STATEMENT OF INTEREST

in serving on a Town Board, Commission, etc.

NAME: \_\_\_\_\_

ADDRESS (HOME): \_\_\_\_\_

(BUSINESS): \_\_\_\_\_

(E-MAIL): \_\_\_\_\_

TELEPHONE: (HOME) \_\_\_\_\_ (BUSINESS) \_\_\_\_\_ (CELL) \_\_\_\_\_

REGISTERED VOTER<sup>1</sup>:     DEMOCRAT     REPUBLICAN     UNAFFILIATED

<sup>1</sup> Per Section 802 of the Town Charter, no person shall be eligible for appointment to any regular town board or commission, except the Building Code Board of Appeals or any Ad Hoc Committee, who is not, at the time of his appointment, an elector of said town and any person ceasing to be an elector of said town shall thereupon forfeit his membership on said board or commission.

TOWN AGENCY OF INTEREST \_\_\_\_\_

- Briefly explain your reasons for being interested in serving your town in this capacity:
  
  
  
  
  
  
  
  
  
  
- Note the qualifications you have which you think will be an asset to the town agency in which you are interested:

Please be advised that all town officials must comply with Section 1203 of the Town Charter-Conflict of Interest: "Any elected or appointed officer, any member of any board or commission, or any employee of the town who has a financial interest direct or indirect, in any contract, transaction or decision of any officer or agent of the town or any board or commission, shall disclose that interest to the Board of Selectmen for recording upon their official records and any such person shall be thereby disqualified from participation in the awarding, assignment or discussion of any contract, transaction, or decision. Violation of this provision shall be grounds for the removal of any such person." Should you be appointed to serve on a town board, commission or agency, you would be required to comply with these regulations.

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