



Town of Suffield
Agenda and Minutes Policy

The Town of Suffield establishes a policy for Boards and Commissions and recording secretaries to adhere to the Freedom of Information Act (FIOA) timeline requirements. This policy defines expectations and recourse should timelines not be met.

For definitions regarding FIOA, refer to CGS 1-200 et seq.

1. Agendas and Minutes. Agendas and minutes must be filed in compliance with the Connecticut Freedom of Information Act, C.G.S. §1-200, et. seq. Specifically, recording secretaries are responsible for:
 - a. Timely filing of agendas.
 - b. Timely filing of a record of votes taken at the meeting.
 - c. Timely filing of minutes.
2. Additional filing requirements above FOIA. In addition to the general requirements of the Connecticut Freedom of Information Act, C.G.S. §1-200, et. seq, the Town also requires that recording secretaries comply with the following:
 - a. Submissions of Agendas or Minutes to the Town Clerk's Office must include any attachments to be discussed and should be filed with Town Clerk in one file for posting.
 - b. To be timely, submissions must be received by the Town Clerk a minimum of 30 minutes prior to the close of business.
 - c. Submissions received late will not be posted, or marked as received, until the next business day.
 - d. Submissions received on a weekend or holiday will not be posted, or marked as received, until the next business day.

3. Penalties. Any recording secretary that fails to meet the requirements of compliance with the Connecticut Freedom of Information Act, C.G.S. §1-200, et. seq. shall be subject to the following action:

- a. After the first failure to comply, the First Selectman's Office will issue a verbal warning to the Recording Secretary and the Chairman of each Board or Commission that fails to comply with FOIA.
- b. After the second offense, the First Selectman's Office will issue a written warning to the Recording Secretary and the Chairman of each Board or Commission that fails to comply with FOIA- the Board of Selectman will publicly.
- c. After the third offense, the First Selectman may remove the recording secretary from the duties of the Commission and the Board of Selectmen may- vote to public censure the Board or Commission that fails to comply with FOIA.
- d. After the fourth offense, the First Selectman shall remove the recording secretary from the duties of the Commission and the Board of Selectmen shall vote to public censure the Board or Commission that fails to comply with FOIA.

4. Deviations from the policy. The Board of Selectmen holds the right to consider a deviation from this policy or any penalties imposed herein due to extenuating circumstances.