



**POLICY FOR MEETINGS/MINUTES**

**Effective Date: May 1, 2003 or Upon Receipt**

May 1, 2003

To: All Boards, Committees, and Commissions for the Town of Westport


From: The Westport Board of Selectmen

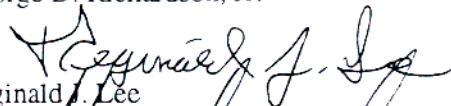
Reference: Policy for Minutes of Meetings

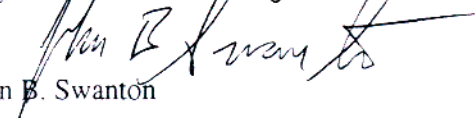
1. Minutes of each meeting shall be kept in typewritten form.
2. Time meeting commenced and ended shall be recorded in minutes along with date of meeting.
3. Names of all members present shall be included in the minutes.
4. Names of all members of the general public present shall be stated in the minutes.
5. All motions made in the meeting shall be recorded indicating who made the motion and who seconded the motion.
6. Unless the vote is unanimous, members voting in the affirmative or negative shall have their names recorded according to vote.
7. All members who voted in the minority or abstained from voting shall state their reasons, which shall be recorded in the minutes.
8. All minutes shall be signed as approved by all members present at the meeting.
9. One copy of the signed minutes shall be given to the Westport Town Clerk monthly and be recorded for public review.
10. One copy of the signed minutes shall be posted in the entry hall of the Town Office Building on the west wall bulletin board where all other minutes are posted.
11. These policies shall remain in force until amended.

Respectfully yours,

Westport Board of Selectmen

  
George D. Richardson, Jr.

  
Reginald J. Lee

  
John B. Swanton



## Committee Protocol

The following is the protocol for Committee Chairs to follow when appointments are needed to fill their committee roster.

1. The Selectmen will make all appointments for committees. The Selectmen shall ask committee chairs to assist in the choice of an appropriate appointee for their committee.
2. Once a person is chosen, the Selectmen will provide the Town Clerk with the appointment's name and term expiration. Replacement appointments can be reappointed to the term limit of the person that they replace or, elevated from "Alt." or "Associate" to "Member" at the discretion of the Board of Selectmen and the Committee Chairperson.
3. When a committee decides who their Chair and Vice-Chair (or other) will be, they should inform the Town Clerk and Selectmen in writing the names, phone numbers and e-mail address of those individuals.
4. The Town Clerk will notify the Chairs of any new appointment in their respective committees. The Town Clerk will send the letter of appointment to the appointee which advises him/her to come in to the Town Office to get sworn into the committee.
5. When a committee member decides to resign from a committee, the committee member shall submit a simple written resignation to the committee chair who will submit it to the Selectmen so that another person can be appointed to fill the resigning member's term.

Respectfully Submitted,

George D. Richardson<sup>Jr.</sup> - 1<sup>st</sup> Selectman George D. Richardson Jr.

Gerald A. Bodmer - 2<sup>nd</sup> Selectman Gerald A. Bodmer

Ross A. Norton - 3<sup>rd</sup> Selectman Ross Norton