

CHAPTER III. ELECTED OFFICERS, BOARDS AND COMMISSIONS

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Section 301. General.

Nominations and elections of federal and state officers and of such elected municipal officers and members of boards and commissions as are provided for in this Charter shall be conducted in the manner and at such times as prescribed in the Constitution and the General Statutes. The election of Town officers, and members of boards and commissions shall be held biennially on the first Tuesday after the first Monday in November in the odd numbered years.

Section 302. Elected Officers and Members of Boards and Commissions.

The following elected municipal officers and members of boards and commissions shall be elected for the terms herein specified to perform the duties prescribed in this Charter and in the General Statutes, including, but not limited to, the specific General Statutes herein referred to, as may be modified by this Charter.

A. *Board of Selectmen.* The Board of Selectmen shall consist of the First Selectman and two (2) Selectmen who shall be elected, in accordance with Section 9-188 of the General Statutes, at a municipal election as set forth in Appendix A. Beginning with the 2027 municipal election, the First Selectman shall be elected for a term of four (4) years. Selectmen shall be elected for a term of two (2) years¹. The Board of Selectmen shall have all the powers conferred upon it and shall perform all the duties required of it by law, including, but not limited to, those set forth in Chapter IV of this Charter. Notwithstanding anything in the Charter to the contrary, any unsuccessful candidate for the office of First Selectman shall be deemed ineligible for a seat on the Board of Selectmen regardless of the number of votes the candidate receives. No person may simultaneously seek the office of First Selectman and the office of Selectmen. Notwithstanding anything in the General Statutes to the contrary, and not including any vote cast for the Office of the First Selectman, each Elector may vote for two candidates for the Office of Selectmen.

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B. *Town Meeting Moderator.* A Town Meeting Moderator shall be elected at each municipal election as set forth in Appendix A for a term of two (2) years. The Town Meeting Moderator shall have all the powers conferred upon him and shall perform all the duties required of him by law, including, but not limited to, the following:

1. To preside at all Town Meetings;
2. To appoint a parliamentarian for any Town Meeting;
3. To propose changes to the rules and procedures for Town Meetings as the Town Meeting Moderator deems appropriate; and
4. To exercise all the powers, duties and responsibilities, not inconsistent with

¹ Adopted at January 29, 2025 meeting.

this Charter, conferred or imposed by Chapter 90 of the General Statutes on Town Meeting Moderators.

The powers of the Town Meeting Moderator shall be exercised by any other person serving as moderator in the absence of the Town Meeting Moderator.

- C. *Town Clerk.* A Town Clerk shall be elected at alternate municipal elections, as set forth in Appendix A, for a term of four (4) years. The Town Clerk also shall be the Registrar of Vital Statistics. Except as otherwise provided in this Charter, the Town Clerk shall hold no other Town office. The Town Clerk shall have all the powers and duties conferred upon him/her, and shall perform all the duties required of him/her, by law, including, but not limited to maintaining Town records, including but not limited to this Charter, the Rules and Procedures for Town Meetings, and minutes of meetings of all Town boards and commissions, all as provided by state law, descriptions of the duties and responsibilities of each position in the Town and of the minimum qualifications for appointment to such position as approved by the Board of Selectmen, and the Town's Personnel Rules.
- D. *Tax Collector.* A Tax Collector shall be elected at the municipal election to be held in 1979 and quadrennially thereafter for a term of four (4) years. [Note: A proposed provision to make the Tax Collector an appointive position was defeated at the 2001 General Election, and Section 507 D of the existing Charter has been carried forward as Section 302 (D), providing that the position remains elective.
- E. *Board of Finance.* There shall be a Board of Finance consisting of six (6) members who are Electors of the Town. The members of the Board of Finance shall be elected for four (4) year terms on a rotating basis as set forth in Appendix A. Except as otherwise provided in this Charter, the members of the Board of Finance shall hold no other Town office. The Board of Finance shall have all the powers conferred upon it and shall perform all the duties required of it by law, including, but not limited to, those set forth in Section 702(C) of this Charter, and approving all fiscal policies directed or generated by the Town.
- F. *Board of Assessment Appeals.* There shall be a Board of Assessment Appeals consisting of three (3) members who shall be elected for four (4) year terms on a rotating basis as set forth in Appendix A. There shall be a panel of three (3) alternate members who shall be elected for four (4) year terms on a rotating basis as set forth in Appendix A. The Board of Assessment Appeals shall have all the powers conferred upon it and shall perform all the duties required of it by law.
- G. *Planning Commission.* There shall be a Planning Commission consisting of five (5) commissioners who shall be elected for four (4) year terms on a rotating basis as set forth in Appendix A. There shall be a panel of three (3) alternate commissioners who shall be elected for four (4) year terms on a rotating basis as set forth in Appendix A. The Planning Commission shall also act as the Water Pollution Control Authority and shall have all the powers

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conferred upon it and shall perform all the duties required of it by law.

H. *Zoning Commission.* There shall be a Zoning Commission consisting of five (5) commissioners who shall be elected for four (4) year terms on a rotating basis as set forth in Appendix A. There shall be a panel of three (3) alternate commissioners who shall be elected for four (4) year terms on a rotating basis as set forth in Appendix

A. The Zoning Commission shall have all the powers conferred upon it and shall perform all the duties required of it by law.

I. *Zoning Board of Appeals.* There shall be a Zoning Board of Appeals consisting of five (5) members who shall be elected for four (4) year terms on a rotating basis as set forth in Appendix A. There shall be a panel of three (3) alternate members who shall be elected for four (4) year terms on a rotating basis as set forth in Appendix A. The Zoning Board of Appeals shall have all the powers conferred upon it and shall perform all the duties required of it by law.

J. *Inland-Wetlands Commission².* There shall be an Inland-Wetlands Commission consisting of five (5) members who shall be elected for four (4) year terms on a rotating basis as set forth in Appendix A. There shall be a panel of three (3) alternate members who shall be elected for four (4) year terms on a rotating basis as set forth in Appendix A. The Inland-Wetlands Commission shall have all the powers conferred upon it and shall perform all the duties required of it by law.

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Section 303. Elected State Officers and Terms.

A. *Registrars of Voters.* There shall be two (2) Registrars of Voters who shall be elected for four (4) year terms at the regular State election immediately preceding the expiration of the term of office of the incumbents. The Registrars shall have the powers and perform the duties specified in the General Statutes. Pursuant to Conn. Gen. Stat. § 9-192, each of the two (2) Registrars of Voters, immediately after his/her election, shall appoint a Deputy Registrar of Voters to hold office at his/her pleasure and to serve in accordance with said statute. Each Deputy Registrar of Voters shall regularly work in the Registrars' Office and be trained a minimum of forty (40) hours per year.³

B. *Justices of the Peace.* There shall be Justices of the Peace in such number and elected at such times and for such terms as provided in the General Statutes and in the Code of the Town of Woodbury. The Justices of the Peace shall have the powers and perform the duties specified in the General Statutes.

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Section 304. Regional Board of Education.

² Adopted at January 29, 2025 meeting.

³ Adopted at the July 10, 2024 meeting. Scrivener's error correction from "to hold office during his pleasure" to "to hold office at his/her pleasure."

⁴ Addressed at the June 12, 2024 meeting.

The number, term of office and manner of nominating and electing members of the Board of Education of Regional School District No. 14 shall be as provided in the General Statutes and the plan(s) governing such matters as are adopted pursuant to the General Statutes.

Section 305. Board for Admission of Electors.

The Board for Admission of Electors shall consist of the Town Clerk and Registrars of Voters. The Board shall have such powers and duties as are set forth in the General Statutes.

Section 306. Terms of Elected Officers and of Members of Boards and Commissions.

The terms for the officers identified in Section 303 shall commence on the Wednesday following the first Monday of the January succeeding their election. The terms of all other elected officers, commissioners and board members shall commence on the first Monday in December after their election, and they shall serve for the term for which they are elected until their successors are elected and have qualified. Each board or commission shall, at its first meeting each year, elect a chairman and vice-chairman and other officers it requires. ~~No member of a board or commission shall serve as chairman for more than five (5) consecutive years without at least one (1) intervening year wherein such member shall not serve as chairman. This provision is not intended to limit the total amount of years that a member may serve as chairman of a board or commission⁵.~~

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Section 307. Minority Representation.

- A. In order to give an opportunity for more than one political party to be represented on all elected boards, commissions, committees or similar bodies of the Town, the number of members of any such body who may be members of the same political party is limited in accordance with the following table:

Column I Total Membership of Board, Commission, Committee or Similar Body	Column II Maximum From One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9	Two- thirds of

⁵ Addressed at the June 12, 2024 meeting.

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- B. For purposes of this Section 307, a panel of alternates shall be considered a separate body.
- C. The procedures set forth in Section 9-167a of the Connecticut General Statutes shall be followed to determine:
 - 1. the maximum number of members of any political party who may be elected at any given time;
 - 2. the winners in any election where more candidates from the same political party have run than were eligible for election thereunder;
 - 3. the party membership of the candidates; and
 - 4. any other question arising from the application of this Section 307.
- D. The provisions of this Section 307 shall not apply to the Board of Selectmen, minority representation of which is governed by Section 9-188 of the General Statutes.

Nothing herein shall be construed as requiring the election to any such board, commission, committee or similar body of the maximum number of members of the same political party permitted hereunder.

- E. Notwithstanding the foregoing, the Charter Revision Commission shall be comprised as defined in Section 7-190 of the General Statutes. Members of the Board of Finance shall be permitted to serve on the Charter Revision Commission.⁶

Section 308. Eligibility.

No person shall be eligible for election to any board or commission or office who is not at the time of his election an Elector of the Town. Any person ceasing to be an Elector of the Town shall thereupon cease to hold such office in the Town.

Section 309. Vacancies.

- A. *Manner of Filling Vacancies.* Any vacancies shall be filled as follows:
 - 1. *Board of Selectmen.* Any vacancy on the Board of Selectmen shall be filled in the manner provided in Section 9-222 of the General Statutes.
 - 2. *Registrars of Voters.* Any vacancy for Registrar of Voters shall be filled in the

⁶ Adopted at January 29, 2025 meeting

manner provided in Section 9-192 of the General Statutes.

3. *Justices of the Peace.* Any vacancy for Justice of the Peace shall be filled in the manner provided in Section 9-184 of the General Statutes.
 4. *Other Vacancies.* Any other vacancy, from whatever cause arising, in any elected Town office or on any elected commission or board shall be filled promptly by appointment by the Board of Selectmen.
- B. *Party Affiliation of Appointee.* When filling a vacancy of an officer, board or commission member who was elected as a nominee of a political party, the Board of Selectmen shall, in its discretion, fill the vacancy with a person of the same political party or with a person nominated by that party's Town Committee, regardless of whether the nominee is a member of the same political party as the officer or member vacating the position.
- C. *Term of Appointee.* The person appointed to fill any vacancy shall serve until the earlier of (1) the last day of the unexpired portion of the term of the vacant office and (2) the first Monday in December following the next regular municipal election. An election shall be held to fill any vacancy at the next municipal election after the vacancy occurs. The term of the person so elected shall be the unexpired portion of the term of the vacant office, commencing on the first Monday in December following the election.

Section 310. Compensation.

The Town Meeting Moderator, all elected commissioners, and board members shall serve without compensation except the members of the Board of Selectmen, the Town Clerk, Registrars of Voters, and the Tax Collector, who shall receive such compensation as shall be provided in the Annual Budget.

Section 311. Resignation.

Any resignation shall be in writing and filed with the Town Clerk. The Town Clerk shall send copies of the letter of resignation to the chair of the appropriate board or commission and to the First Selectman (or, in case of resignation of the First Selectman or of a chair of a board or commission, to the remaining members of the relevant board or commission). Any such resignation shall take effect on the date stated in the letter of resignation or, if no date is specified, upon filing.

Section 312. Conduct of Boards and Commissions. See Chapter IX. for conduct of boards and commissions.