



TOWN OF FAIRFIELD  
611 OLD POST ROAD  
FAIRFIELD, CONNECTICUT 06824-6690  
(203) 256-3090  
bbrowne@fairfieldct.org

OFFICE OF THE TOWN CLERK

ELIZABETH P. BROWNE, MMC. MCTC  
TOWN CLERK

November 6, 2023

Dear Board & Commission Chairs:

Your commission needs to meet during the month of December to set your meeting schedule for 2023 and to elect officers for the next year. **Please send me your meeting schedule (including date, time and place of meetings) and list of officers no later than January 31, 2024 as an attached Word document only.** Any meetings you schedule during the year that are not on the calendar by January 31 are considered Special Meetings and you must meet the FOIA requirements for Special Meetings.

**All agendas and minutes must be sent to [townclerk@fairfieldct.org](mailto:townclerk@fairfieldct.org) for posting to the Town website. If your agenda is not filed, you cannot conduct business. *Please reference minutes or agendas and the meeting date in the subject line.* Agendas and minutes must be sent as Word document files as attachments.**

Minutes of regular and special meetings must be available within seven days of the meeting. Votes taken at these meetings must be available within 48 hours, in writing, indicating how each member voted on the issues.

Agenda for "regular" meetings must be available to the public, at a minimum of 24 hours prior to your meeting, either in your agency office or in the Town Clerk's Office. New business may be put on the agenda with a 2/3 vote of the members present.

Special Meetings may be called provided that a notice of meeting is filed with this office no later than 24 hours beforehand (excluding weekends and holidays). The notice must include the date, time and location of the meeting and the business to be transacted. No other business may be conducted at the meeting.

Emergency meetings may be held without filing a notice. However, you must file your minutes within 72 hours and include the reasons why the emergency meeting was necessary.

Executive Session: The public has the right to be at your meetings and to know when, where and why you are meeting. Your meeting must begin in public, and requires a 2/3 vote of your members to go into Executive Session. You may go into Executive Session for the following reasons: to discuss a specific employee (unless that employee wants a public session); to discuss strategy and negotiations regarding pending claims and litigation; security matters; real estate acquisitions, if the price might increase if it is discussed in public session; or any matter that would result in the disclosure of a public record exempt under state law. You must state on the record before going into Executive Session which of the above reasons you are relying on. The Executive Session and reason for it in as much detail as possible also should be included on your agenda. No votes are to be taken in Executive Session. Voting must be done in public session.

These requirements apply to work groups, work sessions and subcommittee meetings as well.

A couple of reminders: Please be sure to speak up during your meetings, so that members of the public can hear the discussion. Do not conduct business via email. Please do not include the town clerk email on email threads regarding attendance, etc.

Please share this information and Article XI of the Town Charter Standards of Conduct with your entire membership.

Sincerely,

Elizabeth P. Browne, MMC, MCTC  
Town Clerk

Attachment

**CHARTER OF THE TOWN OF FAIRFIELD, CT**  
**ARTICLE XI**  
**Standards of Conduct**

§ 11.1. Declaration of policy.

Elected and appointed Town officers, RTM members, members of boards, commissions, authorities, and committees, and all employees of the Town shall demonstrate by their example the highest standards of ethical conduct, to the end that the public may justifiably have trust and confidence in the integrity of government. As agents of public purpose, they shall hold their offices or positions for the benefit of the public, shall recognize that the public interest is their primary concern, and shall faithfully discharge the duties of their offices regardless of personal considerations.

§ 11.2. Conflicts of interest.

No elected or appointed Town officer or employee or RTM member or any member of any authority, board, commission, or committee shall:

A. Solicit or accept any gift, directly or indirectly, whether in the form of money, loan, gratuity, favor, service, thing or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the Town officer, employee, or member in the performance of official duties; (Nothing in this paragraph shall preclude the solicitation or acceptance of lawful contributions for election campaigns.

B. Disclose confidential information gained by reason of the office or position or use such information for the personal gain or benefit of anyone;

C. Knowingly have or acquire any financial interest or any personal beneficial interest, direct or indirect, in any contract or purchase order for any supplies, materials, equipment or contractual services furnished to or used by the Town in connection with any project, matter or thing which comes within the Town officer's, employee's, or member's jurisdiction or the jurisdiction of the board, commission, authority, committee or body of which the person is a member (unless such interest is acquired through being the lowest responsible bidder after public advertisement); or

D. Engage in any business transaction or activity or have a financial interest, direct or indirect, which is incompatible with the proper discharge of the official duties or which may tend to impair the independence of judgment in the performance of the Town officer's, employee's, or member's official duties.

§ 11.3. Disclosure of interest.

Any elected or appointed Town officer or employee, RTM member, or member of any board, commission, authority, or committee who possesses or who acquires such private interest as might reasonably tend to create a conflict with the public interest shall make disclosure thereof to such board, commission, authority, committee, or body and such person shall be disqualified from action on any matter involving the private interest.

§ 11.4. Fair and equal treatment.

No elected or appointed Town officer or employee, RTM member, or member of any board, commission, authority or committee shall use an official position to secure or grant special consideration, treatment, advantage, privilege, or exemption to himself or herself or to any person beyond that which is available to every other person. This provision is not intended to prevent an RTM member from properly representing the people of the member's district.

§ 11.5. Penalties and disciplinary action for violations.

The failure to comply with, or any violation of, the standards of conduct established by this Charter shall be grounds for the removal from office or discharge from employment of the offending Town officer, employee, RTM member, or member of any board, commission, authority, or committee and the Board of Selectmen in its discretion may void any contract entered into or adopted in violation of this Charter. The Board of Selectmen or the Ethics Commission may recommend disciplinary measures for RTM members who fail to comply with, or who violate, these standards, but the RTM retains the final authority to discipline its members.