



ENFIELD ETHICS COMMISSION
Town of Enfield
820 Enfield Street, Enfield CT 06082-2997

GENERAL RULES OF PROCEDURE

Article I: Introduction and Officers

- 1.1 In order to enact an equitable and efficient process, the following Rules of Procedure are adopted pursuant to Section 2-124 of the Code of Ethics. All pronouns are understood to be gender neutral. Three members shall constitute a quorum for the transaction of routine business. All procedural votes require a simple majority of voting members in attendance. The Commission shall establish the following officers;
- 1.2 The Commission shall elect a Chair for a term of two (2) years. The Chair shall preside at all meetings and shall be authorized to sign all necessary documents on behalf of the Commission.
- 1.3 The Commission shall elect a Deputy Chair for a term of two (2) years. The Deputy Chair shall preside any meetings where the Chair is not present. The Deputy Chair shall be authorized to sign any documents on behalf of the Commission either with the approval of the Chair or in his /her absence when necessary to comply with the Code of Ethics.
- 1.4 The Commission shall elect a Secretary for a term of two (2) years. The Secretary shall prepare the agenda and record the minutes of all meetings of the Commission. The minutes of the Commission are public information and will be made available to the public through the town clerk's office.

Article II: Rules and Procedures for Hearings

- 2.1 The Commission Chair shall call the meeting to order, call the roll and conduct any Hearing in open session pursuant to these procedures, Section 2-125 of the Code of Ethics and Section 1-200 et. seq. of the Connecticut General Statutes.
- 2.2 At the commencement of any hearing the Chair shall identify the Complainant(s), Respondent(s) and their representatives, if any. The Chair will also recognize the Hearing Officer, if one is appointed pursuant to the Code of Ethics, and shall then read the complaint, unless the respondent so waives the reading of the complaint.
- 2.3 The Complainant and the Respondent will both be permitted the opportunity for brief opening statements, unless waived, of no more than fifteen (15) minutes each, unless extended by the Chair.
- 2.4 The Complainant shall present his/her evidence, followed by Respondent presenting his/her defense. The Connecticut Rules of Evidence shall not apply, and the Chair shall rule on any objections as to the admissibility of evidence. Privileges existing under Connecticut or federal law shall apply. Commission members may inquire of any witness.
- 2.5 Closing statements by the Complainant and Respondent shall be limited to fifteen (15) minutes unless extended by the Chair.
- 2.6 After closing statements the Commissioners shall retire into Executive Session to deliberate the merits of the case presented. Any finding shall be based upon a preponderance of the evidence presented and the burden of proof shall be upon the Complainant. No respondent will be found in violation of any provision of the Code of Ethics except upon the concurring vote of two-thirds (2/3rds) of the Commissioners present and voting. In all contested cases, the Commission shall issue a written decision which will become public record.
- 2.7 Commissioners shall not communicate directly or indirectly with any person or party concerning any issue of fact or law involved in any hearing. Commissioners may have the aid and advice of the Town Attorney, retained counsel or suitable party or staff assigned to assist them in such hearings. The Commission may designate the Town Attorney or retained counsel or suitable authority to communicate with any party or person for the purpose of effecting a compromise or voluntary resolution of any complaint.
- 2.8 No Complaint once filed may be withdrawn by the Complainant, except with two thirds (2/3rd) vote of the Commission.

Adopted: September 24th, 2018