

**Town of East Lyme
Planning Commission
Regular Meeting Schedule
2023 Proposed**

Meetings are held at the Town Hall, Upstairs Meeting Room #1 on the following listed Tuesdays at 7:00 PM
unless otherwise noted.

2023 Calendar

January ¹⁷10, 2023

February 14, 2023

March 14, 2023

April 11, 2023

May 9, 2023

June 13, 2023

July 11, 2023

August 8, 2023

September 12, 2023

October 10, 2023

November 21, 2023

December 12, 2023

*CGS Require 30-days from the filing of the annual meeting calendar to the next regularly scheduled
meeting of an Agency, Board or Commission

Approved at the Planning Commission Meeting of

Planning

To: Boards and Commissions
From: East Lyme Town Clerk, Karen Miller Galbo
Date: October 21, 2022
RE: Meeting Information

According to Connecticut General Statutes, Section 1-225, the Chairman of each Board and Commission is required to file a schedule of Regular Meetings for the ensuing year with the Town Clerk's Office. Schedules should be filed no later than January 31st of each year. However, no meeting of any Board or Commission shall be held sooner than thirty days after such schedule has been filed. Therefore, it is recommended that schedules be filed no later than December 31st.

Each Board and Commission is required to make available its Agenda for each Regular Meeting at least twenty four hours before the meeting to which it refers. This Agenda is required to be filed with the Town Clerk. Minutes for each meeting are required to be made available to the public in the Town Clerk's Office within seven days, excluding weekends and holidays.

The vote of each member upon any Motion is required to be put down in writing and made available to the public within forty eight hours, excluding weekends and holidays.

Please Note The Following Important Information:

- When a Member resigns from a Board, Commission, Agency, or Committee they must provide a letter of resignation to the Town Clerk, with an effective date of resignation stated in that letter.
- When a New Member is appointed to a Board, Commission, Agency, or Committee the Town Clerk's Office must be notified. The new members must also be advised to come into the Town Clerk's Office to be sworn in. A Member cannot vote at any meeting until they have been sworn in. We need to know about the new appointment prior to that member coming to us for swearing in. Often times the new members come in the following day and we have not been notified that they have been appointed. We need confirmation of their appointment prior to swearing them in.
- If a meeting is scheduled by a Board, Commission, Agency, or Committee and that meeting is not on the Schedule of Meetings that was provided to the Town Clerk's Office at the beginning of the year the newly scheduled meeting is called a Special Meeting. No other business may be undertaken at a special meeting except that stated on the Agenda.