

Proposed Revisions to East Hartford Charter
(as of 4/18/2022)

Current Language	Proposed Change
<p>Chapter III. The Town Council, Sec. 3.2 Presiding Officer and Clerk (subsection b).</p> <p>(b) The Chairperson shall also be the Deputy Mayor and shall exercise the powers and duties of the Office of Mayor in the event of the absence, death, disability or resignation of the Mayor. The fact of disability of the Mayor shall be determined by an affirmative vote of eight of the members of the Council and shall continue for such time until a majority of the Council members determine that such disability no longer exists. If the Deputy Mayor shall assume the powers and duties of the Mayor until the next biennial election, the Deputy shall resign from the Council, and the Council shall fill the vacancy for the remainder of the Council's term. During all other periods when the Deputy Mayor exercises the powers and duties of Mayor, he or she shall retain his or her vote as a Councillor.</p>	<p>Eliminates awkward gender-neutral language in section 3.2 AND Authorizes the Town Council chairperson to decline to assume the powers and duties of mayor which is a full-time position and allows the Town Council upon such declination to choose one of its members to assume such powers and duties.</p> <p>(b) The Chairperson shall also be the Deputy Mayor and shall exercise the powers and duties of the Office of Mayor in the event of the absence, death, disability or resignation of the Mayor <u>provided if the Chairperson declines to assume the office of Mayor, the Vice Chairperson shall assume the office of Mayor. If the Vice Chairperson declines, the Town Council shall elect one of its members to assume the Office of Mayor.</u> The fact of disability of the Mayor shall be determined by an affirmative vote of eight of the members of the Council and shall continue for such time until a majority of the Council members determine that such disability no longer exists. If <u>a Council member</u> assumes the powers and duties of the Mayor until the next biennial election, the <u>Council member</u> shall resign from the Council, and the Council shall fill the vacancy for the remainder of the Council's term. During all other periods when the Deputy Mayor exercises the powers and duties of Mayor, <u>the Deputy Mayor</u> shall retain <u>the right to</u> vote as a Councillor.</p>
<p>Chapter IV. The Mayor. Sec. 4.2 Duties.</p> <p>The Mayor shall be directly responsible for the administration of all departments, agencies, and offices in charge of persons or boards appointed by him or her and shall supervise and direct the same. The Mayor shall also be the Director of Emergency Management.</p>	<p>After the language to the left, the following addition to be made (this language has been revised as a result of the 4/7 meeting):</p> <p><u>The Mayor shall appoint and may remove a Chief Administrative Officer to assist the Mayor with the day-to-day administration of all departments, agencies and offices of the Town. The Chief Administrative Officer shall be appointed based upon generally</u></p>

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<p>TO BE REVIEWED IN MORE DETAIL/OPEN FOR DISCUSSION...</p>	<p><u>accepted professional experience, education, and qualifications as established by ordinance. The Chief Operating Officer shall report solely to the Mayor, shall perform such duties and responsibilities as are assigned to them by the Mayor, and shall be responsible to the Mayor in the exercise of their powers and in the performance of their duties hereunder. The ability to assign responsibilities to a Chief Operating Officer shall not abrogate the Mayor's responsibilities or rights under this Charter.</u></p>
<p>Chapter IV. The Mayor. Sec. 4.3 Appointments and Terms.</p> <p>SUBJECT TO REVISION BASED ON DISCUSSION OF 4.2 ABOVE/ TO BE REVIEWED IN MORE DETAIL/OPEN FOR DISCUSSION...</p> <p>(a) The Mayor shall appoint and may remove all department heads and other officers and employees of the town, except as otherwise specifically provided by this Charter and except employees in the offices of elected officers or boards. The terms of such appointees shall terminate on the same date as the term of the Mayor except such appointees may continue to serve until their successors are appointed and qualified, and except that the terms of board and commission members shall be those provided by statute or ordinance.</p> <p>(f) The Mayor may appoint citizen advisory or study committees to serve for the purposes and periods he or she determines.</p>	<p>Revised to include the following addition:</p> <p>(a) The Mayor <u>shall appoint and may remove the Chief Administrative Officer, and</u> shall appoint and may remove all department heads and other officers and employees of the town, except as otherwise specifically provided by this Charter and except employees in the offices of elected officers or boards. The terms of such appointees shall terminate on the same date as the term of the Mayor except such appointees may continue to serve until their successors are appointed and qualified, and except that the terms of board and commission members shall be those provided by statute or ordinance.</p> <p>(f) The Mayor may appoint citizen advisory or study committees to serve for the purposes and periods <u>the Mayor</u> determines.</p>
<p>Chapter V. Offices and Departments Sec. 5.4 Administrative Departments.</p> <p>There shall be the following administrative departments: a Department of Finance, a Human Resources Department, a Department of Development, a Treasury Department, a Police Department, a Fire</p>	<p>Revised to include the following additions (THIS HAS BEEN AMENDED SINCE 4/7):</p> <p><u>(a)</u> There shall be the following administrative departments: a Department of Finance, a Human Resources Department, a Department of Development, a Treasury Department, a Police</p>

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<p>Department, a Public Works Department, a Department of Parks and Recreation, a Department of Inspections and Permits, a Department of Health and Social Services, a Department of Youth Services, and a Department of Libraries. Such departments shall, except as otherwise provided in this Charter, have the powers and duties prescribed by law and by ordinance or by resolution of said Council.</p>	<p>Department, a Fire Department, a Public Works Department, a Department of Parks and Recreation, a Department of Inspections and Permits, a Department of Health and Social Services, a Department of Youth Services, <u>a Department of Information Technology</u>, and a Department of Libraries. Such departments shall, except as otherwise provided in this Charter, have the powers and duties prescribed by law and by ordinance or by resolution of said Council.</p> <p><u>(b) Subject to Connecticut General Statutes, the Mayor shall have the authority (i) to appoint one individual to serve as the Director of one or more administrative Departments; and (ii) realign responsibilities between, merge, or rename administrative departments. Such appointments shall be communicated to the Town Council. Any realignments, mergers, or renaming of departments shall be approved by the Town Council.</u></p>
<p>Sec. 5.5 Department of Finance (subsection b).</p> <p>(b) The department shall in addition have responsibility for developing applications of electronic data processing to town financial and operating information, for the planning and placement of insurance of the town's risks, and for the administration, including further planning, of the town retirement system.</p>	<p>Striking oversight of IT in lieu of new Titled Department (NEW AS OF 4/7)</p> <p>(b) The department shall in addition have responsibility for the planning and placement of insurance for the town's risks, and for the administration, including further planning, of the town retirement system.</p>
<p>Sec. 5.17 Director of Libraries.</p> <p>(a) The Director of Libraries shall administer and coordinate the affairs of town libraries under the general supervision of the Mayor. Upon the vacancy of the Director of Libraries by the person serving in such</p>	<p>Language Changes as follows:</p> <p>(a) The Director of Libraries shall administer and coordinate the affairs of town libraries under the general supervision of the Mayor. The Mayor shall appoint and may remove the Director. They shall be</p>

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<p>position on July 1, 2004, and whenever thereafter there is a vacancy in such position, the Mayor shall appoint and may remove the Director. He or she shall be responsible for the development of library resources and library services to the town. He or she shall appoint and may remove, in accord with this Charter, assistants, librarians and other employees in the town libraries.</p> <p>(b) The Town Council may, by ordinance, create or abolish a Library Board. The Board shall have the powers as established by ordinance and as set forth herein.</p> <p>(c) The library board shall from time to time confer with the Director of Libraries with respect to: the use of the town's public library facilities; the Director of Libraries' annual proposed budget for library services; the selection and acquisition of materials; the development, implementation and alteration of programs; and capital planning. The Library Board shall confer with the Director of Libraries with respect to the acquisition and selection of library materials and composition of collections.</p> <p>(d) The Library Board and Director of Libraries shall collaborate on the proposed annual budget prior to submitting to the Mayor and shall have input to the evaluation of the facility, its services and the director position and shall prepare an annual report on the state of the libraries.</p>	<p>responsible for the development of library resources and library services to the town. They shall appoint and may remove, in accord with this Charter, assistants, librarians and other employees in the town libraries.</p> <p>(b) The Town Council may, by ordinance, create or abolish a <u>Commission on Culture and Fine Arts, which will act as a library board</u>. The <u>Commission</u> shall have the powers as established by ordinance and as set forth herein.</p> <p>(c) The <u>Commission</u> shall from time to time confer with the Director of Libraries with respect to: the use of the town's public library facilities; the Director of Libraries' annual proposed budget for library services; the selection and acquisition of materials; the development, implementation and alteration of programs; and capital planning. The <u>Commission</u> shall confer with the Director of Libraries with respect to the acquisition and selection of library materials and composition of collections.</p> <p>(d) The <u>Commission</u> and Director of Libraries shall collaborate on the proposed annual budget prior to submitting to the Mayor and shall have input to the evaluation of the facility, its services and the director position and shall prepare an annual report on the state of the libraries.</p>
<p>Chapter V. Offices and Departments</p>	<p>INSERTION OF 5.23 Department of Information Technology. This will require original Sections 5.23 (Board of Zoning Appeals) through Section 5.26 (Political Activity) to be renamed as Sections 5.24 through 5.27</p>

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<p>Chapter V. Offices and Departments</p>	<p>Sec. 5.23 Department of Information Technology (NEW AS OF 4/7 MEETING)</p> <p><u>(a) The Department of Information Technology shall be responsible for providing infrastructure, governance and functional support in all areas of information technology strategies and initiatives for the Town of East Hartford.</u></p> <p><u>(b) Chief Information Officer. The Mayor shall appoint and may remove the Chief Information Officer. The Chief Information Officer shall administer the office and coordinate information technology under the supervision of the Mayor. The Director shall appoint and may remove, in accord with this Charter, employees of the Department.</u></p>
<p>Sec. 5.25 Salaries.</p> <p>Salaries of all directors and other officers and all employees in the classified service of the town shall be determined by the Council, in conformity, with a systematic pay plan for the position involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of employees of the school system.</p>	<p>Clarifies that a pay plan or systematic pay plan includes all compensation for a director, officer or person in classified service. (Also renamed 5.26 Compensation)</p> <p><u>Compensation</u> of all directors and other officers and all employees in the classified service of the town shall be determined by the Council, in conformity, with a systematic pay plan for the position involved, upon recommendation of the Mayor, provided nothing herein shall be construed to limit the power of the Board of Education to fix the compensation of employees of the school system. <u>As used in this section, compensation includes salaries, health and retirement benefits, vacation, other leave and other benefits provided to directors, officers and employees.</u></p>
<p>Chapter VII. Merit System Sec. 7.2 The Classified Service.</p> <p>The classified service shall include all appointees to all positions now or hereafter created except the following: Elective officers</p>	<p>Revised to include the following additions (addition of CIO as of 4/7):</p> <p>The classified service shall include all appointees to all positions now or hereafter created except the following: Elective</p>

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<p>and persons appointed to fill vacancies in elective offices; members of the boards and commissions; officers appointed by the Council; employees of the Board of Education; the Director of Finance; the Director of Human Resources; the Director of Development; the Corporation Counsel and any part time assistant; the Town Clerk; the Director of Inspections and Permits; the Director of Public Works; the Director of Parks and Recreation; the Director of Youth Services; the Director of Libraries; the Director of Health and Social Services; and an assistant and a personal secretary to the Mayor; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation; the Judge and any personnel of the Probate Court; and persons employed for a temporary period not exceeding three months.</p>	<p>officers and persons appointed to fill vacancies in elective offices; members of the boards and commissions; officers appointed by the Council; employees of the Board of Education; <u>the Chief Administrative Officer;</u> <u>the Director of Information Technology;</u> the Director of Finance; the Director of Human Resources; the Director of Development; the Corporation Counsel and any part time assistant; the Town Clerk; the Director of Inspections and Permits; the Director of Public Works; the Director of Parks and Recreation; the Director of Youth Services; the Director of Libraries; the Director of Health and Social Services; and an assistant and a personal secretary to the Mayor; persons employed in a professional capacity to make or conduct a temporary and special inquiry, study or investigation; the Judge and any personnel of the Probate Court; and persons employed for a temporary period not exceeding three months.</p>
<p>Chapter VII. Merit System Sec. 7.2 The Classified Service. ITEM C-D</p>	<p>Eliminates conflicting language in Section 7.2(d) regarding personnel rules that seemingly includes pay for positions that must be approved by the town council AND requires personnel rules to be filed with the</p>

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<p>(c) A pay plan for all positions in the classified service shall be similarly prepared, adopted and amended.</p> <p>(d) No later than July 1, 1968 the Mayor shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, administration of the classification plan, probationary periods of employment, hours of work, vacations, sick leaves and other leaves of absence, removals, and such other rules as may be necessary to provide an adequate and systematic procedure for the handling of the personnel affairs of the town. Such rules and any amendments thereto shall become effective upon being filed by the Mayor with the Town Clerk. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service.</p>	<p>Town Council clerk. (change of 5.25 to 5.26 per 4/7 insertion of IT)</p> <p>(c) <u>Compensation for all positions in the classified service shall be determined in accordance with the provisions of section 5.26 of the Town Charter</u></p> <p>(d) No later than July 1, 1968 the Mayor shall also cause to have prepared a set of personnel rules which shall provide, among other things, for the method of holding competitive examinations, administration of the classification plan, <u>and</u> probationary periods of employment removals, and such other rules as may be necessary to provide an adequate and systematic procedure for the handling of the personnel affairs of the town. Such rules and any amendments thereto shall become effective upon being filed by the Mayor with the Town Clerk <u>and the Town Council Clerk</u>. Copies of such rules and any amendments thereto shall be distributed to all members of the classified service.</p>
<p>Chapter VII. Merit System Sec. 7.2 The Classified Service. ITEM E</p> <p>(e) Any member of the classified service may be removed only for the good of the service</p>	<p>Amended with the following:</p> <p>(e) Any member of the classified service may be removed only for the good of the</p>

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<p>and any officer desiring to remove, or otherwise discipline, an employee shall notify the employee in writing of the reasons for the proposed removal or other disciplinary action. The employee charged may request a hearing before the Personnel Appeals Board, which shall within ten days grant such hearing. The Personnel Appeals Board shall make a public finding as to whether or not the charges are true and as to whether they constitute grounds for removal. The final action in the matter, subject to any statutory rights of the employee, shall be made by the officer having powers of appointment and removal.</p>	<p>service and any officer desiring to remove, or otherwise discipline, an employee shall notify the employee in writing of the reasons for the proposed removal or other disciplinary action. The employee charged may request a hearing before the <u>Director of Human Resources</u>, who shall within ten days grant such hearing. <u>The Director of Human Resources</u> shall make a public finding as to whether or not the charges are true and as to whether they constitute grounds for removal. The final action in the matter, subject to any statutory rights of the employee, shall be made by the officer having powers of appointment and removal.</p>
<p>Chapter VII. Merit System Sec. 7.4 Personnel Appeals Board.</p> <p>(a) There shall be a Personnel Appeals Board, the number of members and terms of which shall be determined by ordinance. The Mayor shall appoint one-third of the members and the selection of the remainder shall be determined by ordinance.</p> <p>(b) When an employee brings a matter to the Board, the Board shall have the power to require officers and employees of the town to appear and give testimony and present evidence and may hear testimony from other sources.</p> <p>(c) The Board shall seek to assure that the employment system of the town is fair and equitable and serves the interests of the town while respecting the proper claims of the employees. The Board shall make findings and recommendations in individual cases brought before it and may make recommendations to the council or to the mayor for improvements in the employment system.</p>	<p>Deleted in its entirety.</p>
<p>Sec. 8.5 Initiative, Referendum Vote Required.</p> <p>Any question placed before the voters under</p>	<p>Simplified to the Following:</p>

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<p>the procedures specified by this Chapter shall fail, unless the total number of votes cast on the question or questions is at least twenty per cent of the electors eligible to vote at the immediately preceding regular election. If twenty percent of the eligible electors vote, the question shall pass upon a majority of those voting thereon. If the vote to repeal fails, the ordinance or measure as passed by the Council shall become effective immediately.</p>	<p>Any question placed before the voters under the procedures specified by this Chapter shall fail, <u>unless approved by a majority of the electors voting thereon</u>. If a vote to repeal fails, the ordinance or measure as passed by the Council shall become effective immediately.</p>
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