

Darien RTM-- Freedom of Information Act Requirements

Regular Meetings

Schedule: File annual schedule with Town Clerk when set, but no later than January 31. Once the schedule of regular meetings has been filed, any rescheduling of time OR date must necessitate the cancellation of the "REGULAR" meeting and rescheduling as a "SPECIAL" meeting with appropriate agenda restrictions.

Notice/Agenda: File Notice of Meeting and Agenda with Town Clerk and Library one week prior to each regular meeting. State the date, time and location of the regular meeting, and the matters to be considered and acted upon. A regular meeting's Agenda must be available to the public at least 24 hours before the meeting.

Adding to the Agenda: Items may be added upon the vote of 2/3 of those members present and voting at the meeting.

Filing Record of Votes: File with Town Clerk within 48 hours after meeting, if minutes not available within that time frame.

Filing Minutes: File with Town Clerk within seven (7) calendar days after meeting.

Special Meetings

Notice: File Notice of Meeting with Town Clerk at least 24 hours prior to a special meeting. The Notice must state the date, time and location of the special meeting, and the business to be conducted. A special meeting's Notice must be available to the public at least 24 hours before the meeting.

Adding to the Notice/Agenda: Not permitted.

Filing Record of Votes: File with Town Clerk within 48 hours after meeting, if minutes not available within that time frame. Exclude Saturdays, Sundays, legal holidays and any day on which Town Hall is closed.

Filing Minutes: File with Town Clerk within seven (7) days after meeting. Exclude Saturdays, Sundays, legal holidays and any day on which Town Hall is closed.

Emergency Meetings

Notice: None required if emergency is justified.

Adding to the Agenda: Not permitted. Only emergency matters may be considered.

Filing Record of Votes: File with Town Clerk within 48 hours after meeting, if minutes not available within that time frame. Exclude Saturdays, Sundays, legal holidays and any day on which Town Hall is closed.

Filing Minutes: File with Town Clerk within 72 hours after meeting. Exclude Saturdays, Sundays, legal holidays and any day on which Town Hall is closed. Minutes must state reason for emergency.

Adjourned & Continued Meetings

Notice: Same as “Special Meetings,” except that a notice of adjournment/continuance must be posted on the Town Hall bulletin board within 24 hours of the adjournment/continuance. If the meeting will re-convene within 24 hours, the notice must be posted immediately.

Executive Session

Attendance is restricted to members of the body that is convening in executive session. Persons invited to testify or give an opinion may attend for that purpose and time only. Two thirds of the members present and voting at a public meeting must vote to convene in executive session, and state the purpose.

Permitted purposes:

- Discussion of the appointment, performance, evaluation, health or dismissal of an employee. The employee must be notified, and can require a public meeting.
- To discuss strategy and negotiations with respect to pending claims and litigation.
- Security matters.
- Real estate acquisition by a political subdivision (if openness is likely to increase the price).
- Discussions that would disclose records that are exempt from disclosure.