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WPA

# WINDSOR LOCKS HOUSING AUTHORITY

## FOI REQUIREMENTS POLICY

The Windsor Locks Housing Authority will abide by the

State of Connecticut Freedom of Information Act. Sec. 1-225. (Formerly Sec. 1-21).

The Windsor Locks Housing Authority is *exempt* from the new FOI Requirements, which went into effect October 1, 2008. The Authority does not have a Web site, instead the Authority utilizes an informational link on the Town of Windsor Locks Web site; the Authority is then required to follow the State of CT FOI laws on posting documents (minutes) of board meetings according to Sec. 1-225.

### LOCATION OF MEETING BOOKS:

The Windsor Locks Housing Authority will house all meeting books of the Authority at the Authority business on 41 Oak Street Windsor Locks, CT, 06096.

### REQUESTING ACCESS TO MEETING BOOKS:

The Windsor Locks Housing Authority meeting books are open to the public for reviewing. The meeting books may not leave the Authority's possession at anytime. The meeting books may be accessed by the public during the Authority's business hours. Excluding Saturdays, Sundays, legal holidays and any day on which the office of the Authority may be closed.

### Hours of Operation:

Monday – Wednesday 8:00am - 4:00pm.

Thursday 8:00am - 6:00pm.

Friday 8:00am - 1:00pm

\* Closed daily for lunch from 12:00pm - 1:00pm.

### REQUESTING COPIES:

The Windsor Locks Housing Authority will provide copies of the requested meeting minutes at a fee of .50 cents per page. All fees must be paid in full prior to any documents being distributed to the requesting party.

The Authority will provide such documents in a "prompt" manner. The promptness is determined by consideration of a number of factors such as: how busy the agency is at the time of the request, how time consuming it will be to comply with the request and the urgency of need for the information contained in the records.

## **MEETINGS:**

The meetings of The Windsor Locks Housing Authority, except Executive Sessions as defined in subdivision (6) of section 1-200, shall be open to the public.

## **PUBLIC COMMENT:**

The Freedom of Information Act gives the public the right to attend the meetings of the Authority, and to view meetings while they are taking place. Any additional rights concerning participation by members of the public at the meetings are not part of the Freedom of Information Act. Any person requesting to speak at the Authority's meetings is subject to Board approval.

No member of the public shall be required, as a condition to attendance at a meeting of any such body, to register his name, or furnish other information, or complete a questionnaire or otherwise fulfill any condition precedent to his attendance.

## **VOTES:**

**General Meeting:** The votes of each member of the Board Of Commissioners upon any issue before the Windsor Locks Housing Authority, shall be reduced to writing "draft" and made available for public inspection at the Authority's business location within **forty-eight hours** and shall also be recorded in the minutes of the session at which taken, which "draft" minutes shall be available for public inspection at the Authority's business location within **seven "business" days** of the session to which they refer.

**Special Meeting:** The votes of each member of the Board Of Commissioners upon any issue before the Windsor Locks Housing Authority, shall be reduced to writing "draft" and made available for public inspection at the Authority's business location within **forty-eight hours** and shall also be recorded in the minutes of the session at which taken, which "draft" minutes shall be available for public inspection at the Authority's business location within **seven "calendar" days** of the session to which they refer.

## **MINUTES:**

The minutes of the regular meetings of the Windsor Locks Housing Authority shall be available to the public and shall be available at:

- a. The Authority's business office located at 41 Oak Street, W. Locks, CT, 06096.
- b. Town of W.L. Clerk's Office located at 50 Church St., W. Locks, CT, 06096.
- c. Town of W.L. Web Site: Steps to view the Authority's information link,
  1. Go to <http://windsorlocksct.org>
  2. Click on **Useful Links** (left side)
  3. Select Windsor Locks Housing Authority

**General Meeting Minutes:** "Draft" Minutes will be available for public viewing at the Authority's business location within **seven "business" days** of the session to which they refer.

**Special Meeting Minutes:** “Draft” Minutes will be available for public viewing at the Authority’s business location within **seven “calendar” days** calendar day’s following the regular scheduled meeting at the Authority’s business location.

**NOTIFICATION OF MEETINGS:**

The Executive Director/Treasurer of the Windsor Locks Housing Authority shall file, not later than **January thirty-first of each year**, with the Town of Windsor Locks Clerk’s Office the schedule of regular meetings of the Windsor Locks Housing Authority for the ensuing year, and no such meeting of any such public agency shall be held sooner than thirty days after such schedule has been filed.

**AGENDA:**

The agenda of the regular meetings of the Windsor Locks Housing Authority shall be available to the public and shall be filed, not less than **twenty-four hours** before the meetings to which they refer; the agenda will be available at:

- d. The Authority’s business office located at 41 Oak Street, W. Locks, CT, 06096.
- e. Town of W.L. Clerk’s Office located at 50 Church St., W. Locks, CT, 06096.
- f. Town of W.L. Web Site: Steps to view the Authority’s information link,
  - 1. Go to <http://windsorlocksct.org>
  - 2. Click on **Useful Links** (left side)
  - 3. Select Windsor Locks Housing Authority

**ITEMS NOT ON AGENDA:**

At a regular meeting, The Windsor Locks Housing Authority can vote to consider a matter not listed on its agenda, if the Authority obtains a favorable 2/3 vote of those members of the board who are present and voting at the meeting. At a special meeting, the Authority may not consider a matter not listed on its notice of special meeting.

**MEETING TIMES:**

The Windsor Locks Housing Authority shall determine the time within which or by when a notice, agenda, record of votes or minutes of a special meeting or an emergency special meeting are required to be filed under subsection (a) of SEC. 1-225.

Saturdays, Sundays, legal holidays and any day on which the office of the Authority may be closed, shall be excluded. (P.A. 57-468, §1; P.A. 67-723, §2; P.A. 71-499; P.A. 75-342, §6; P.A. 76-435, §63; P.A. 77-609, §4; P.A. 83-67, §2; P.A. 83-148; P.A. 84-546, §4; P.A. 85-613, §3; P.A. 97-47, §8; P.A. 99-71, §1).

**SPECIAL MEETINGS:**

Special meetings of the Authority shall be given not less than **twenty-four hours** prior to the time of such meeting by filing a notice of the time and place thereof in the office of the Town of Windsor Locks Clerk's Office.

In case of emergency, the Authority's such special meeting may be held without complying with the foregoing requirement for the filing of notice but a copy of the minutes of every such emergency special meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town of Windsor Locks Clerk's Office as the case may be, not later than **seventy-two hours** following the holding of such meeting. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meetings.

**EXECUTIVE SESSION:**

The Windsor Locks Housing Authority may hold an executive session as defined in subdivision (6) of section 1-200, upon an affirmative vote of two-thirds of the members of such body present and voting, taken at a public meeting and stating the reasons for such executive session, as defined in said section.

Adopted: 4/7/2009

Resolution: 264