

ARTICLE 7 - ELECTIONS AND ELECTIVE OFFICERS

Section 7-1: Voting Districts

(A) As provided by ordinance, there shall continue to be the one voting district that existed on the effective date of this Charter.

(B) The Town Meeting may change, by ordinance, the number of voting districts and/or their boundaries as it may determine to be in the best interests of the Town. Any such ordinance shall be adopted in the manner prescribed herein: (1) the proposed ordinance shall first be presented at a Public Hearing called to consider such voting district change(s) and the proposed date such change would become effective; (2) it shall be acted upon at the Town Meeting in the manner prescribed by Section 3-1(C) of this Charter; and (3) said ordinance, as recommended by the Town Meeting, shall become effective upon approval by a majority of the Town electors voting thereon at a 'regular election' as defined in Section 1-4 (D) of this Charter.

Section 7-2: State and Federal Elections

Nominations and election of state and federal officers, Judge of Probate, and Registrars of Voters shall be conducted as prescribed in the Constitution and the General Statutes of the State of Connecticut.

Section 7-3: Municipal Elections

(A) A meeting of the electors of the Town of Oxford, hereafter called "the regular Town election", shall take place on the Tuesday following the first Monday in November of 1991, and biennially thereafter. Special Town elections may be called from time to time in accordance with the General Statutes.

(B) All elective offices of the Town of Oxford shall be 'at-large'. Except as otherwise provided in this Charter, all elective Town Officers shall take office on the second Tuesday after the day of the regular town election at which they were elected, and they shall continue in office until their successors have been chosen and qualified. The Town Clerk shall take office on the first Monday of January following his election. Registrars of Voters shall take office on the Wednesday following the first Monday of the January next succeeding their election, or as otherwise specified by State Statute.

Section 7-4: Eligibility for Election to Town Office

(A) Only a resident who is an elector of the Town at the time of the election shall be eligible for election to any Town office. If an individual ceases to be an elector of the Town he shall thereupon cease to hold elective office in the Town and the office shall be deemed vacant. All elective officers shall be sworn in before taking office and the officer administering the oath shall record such fact in the office of the Town Clerk within seven (7) days.

(B) If any elected official fails to take his oath within fourteen (14) days from the date designated in Section 7-3 of this Charter, said position shall be deemed vacant and shall be filled in accordance with Section 7-9 of this Charter.

**TOWN CHARTER
OXFORD, CONNECTICUT
2011 Revision**

Section 7-5: Additional Elective Boards and Commissions

(A) To the extent permitted by the Connecticut General Statutes, and notwithstanding any provision of this Charter to the contrary, the Town Meeting shall have the power to alter or modify, by ordinance, the duration of any elective terms, provided that the term of any person elected or appointed prior to the adoption of such ordinance shall not thereby be shortened or terminated.

(B) Additional elective boards may be established by ordinance submitted to and approved by a Town Meeting, including those that may be provided for in the General Statutes. Such ordinances shall specify the board's powers and duties, enabling statute, terms of office, and method of filling vacancies. Except for those elective boards required by state statute to have an even number of members, boards or commissions established under this section shall have an odd number of members.

Section 7-6: Nomination and Election of Members of Elective Boards and Commissions:

At each Town election, subject to the provisions of Section 9-167a of the Connecticut General Statutes, each party may nominate the number of candidates equal to the total number of board or commission positions to be filled in that election. The electors of the Town may cast that number of votes equal to the number of board or commission positions to be filled in that election, with the candidates receiving the greatest number of votes being elected. When the number of members of any one political party who would be elected without regard to Section 7-7 of this Charter exceeds the maximum number as determined by Section 7-7, only those candidates of such political party with the highest number of votes up to the limit of such maximum shall be elected. The next highest-ranking candidates, not from such political party, shall be elected, up to the number of places to be filled in each election.

Section 7-7: Political Party Representation

Political party representation on any elective or appointive board, commission, committee or similar body of the Town shall be determined in accordance with provisions of Section 9-167a of the General Statutes, as amended. As provided in said section, the maximum number of members of any board, commission, committee or similar body who may be members of the same political party shall be as specified in the following table:

Total Membership	Maximum from One Party	Total Membership	Maximum from One Party
3	2	7	5
4	3	8	5
5	4	9	6
6	4	More than 9	2/3 of total

Section 7-8: Breaking a Tie

When any regular or special municipal election or primary results in a tie, an adjourned election shall be conducted in accordance with the provisions of Section 9-332 of the General Statutes, as amended, to determine who shall be elected. The adjourned election shall be held three (3) weeks after the regular or special election or primary.

**TOWN CHARTER
OXFORD, CONNECTICUT
2011 Revision**

Section 7-9: Vacancies in Elective Offices

(A) Any elected Town Official, other than the Town Clerk, who wishes to resign from office, shall submit his resignation in writing to the Town Clerk. The resignation of the Town Clerk shall be submitted in writing to the Board of Selectmen. Such resignations shall become effective on the date specified therein.

(B) Vacancies created either by the demise of a board member or by provisions of Section 7-4 of this Charter shall be reported to the Town Clerk, in writing, by the Chairman or the Secretary of that board before the first meeting of the Board of Selectmen following creation of the vacancy.

(C) The Board of Selectmen shall fill vacancies in any elective Town office except that of the First Selectman, from whatever cause, within forty-five (45) days of the time that office becomes vacant. Vacancies shall be filled by the appointment of a member of the same political party as that of the vacating member or by appointment of a person not affiliated with a political party. These individuals will serve until the next regular municipal election, at which time the electors of the Town shall vote to fill the vacancy for the unexpired portion of the term. A vacancy shall not be considered filled until the person appointed to fill the vacancy has been sworn into office in the manner prescribed in Section 7-4(A) of this Charter.

(D) If a vacancy occurs in the office of the First Selectman, it shall be filled within thirty (30) days after the day of its occurrence by the remaining members of the Board of Selectmen in the manner prescribed by Section 9-222 of the General Statutes.

(E) The Board of Selectmen may not make or submit appointments to fill vacancies during the last fourteen (14) days of their term.

Section 7-10: Board of Selectmen

At each regular Town election there shall be elected a Board of Selectmen consisting of the First Selectman and two (2) Selectmen. No more than two (2) members of such Board of Selectmen may be members of the same political party. The votes cast for an unsuccessful candidate for First Selectman shall be counted as votes for him as a member of the Board of Selectmen, provided no elector may be a candidate for both the office of First Selectman and that of Selectman. These officers shall serve for terms of two (2) years and shall have the powers and duties prescribed by law.

Section 7-11: Town Treasurer

At each regular Town election, there shall be elected a Town Treasurer who shall serve for a term of two (2) years, and who shall have the powers and duties prescribed by law.

Section 7-12: Town Clerk

(A) At the Town election in November of 1993, and every four years thereafter, there shall be elected a Town Clerk who shall serve for a term of four (4) years, and who shall have the powers and duties prescribed in accordance with the Connecticut General Statutes.

(B) All fees collected by the Town Clerk in the performance of duties herein assigned shall be paid into the Town treasury and the Town Clerk shall be compensated by salary.

**TOWN CHARTER
OXFORD, CONNECTICUT
2011 Revision**

Section 7-13: Tax Collector

At the Town election in November of 1991, and every four years thereafter, there shall be elected a Tax Collector who shall serve for a term of four (4) years and who shall have the powers and duties prescribed by law.

Section 7-14: Registrars of Voters

Beginning with the State election in 1994, and every four (4) years thereafter, there shall be elected such Registrars of Voters as may be required by the General Statutes. They shall serve for terms of four (4) years, and shall have the powers and duties prescribed by law.

Section 7-15: Board of Finance

The Board of Finance shall consist of six (6) members serving overlapping terms of four (4) years each. In 1993 and every two (2) years thereafter, there shall be elected three (3) members for terms of four (4) years in accordance with the provisions of Sections 7-6 and 7-7 of this Charter. This Board shall have the powers and duties prescribed by law, and as more fully described in Article 6 of this Charter.

Section 7-16: Board of Education

The Board of Education shall consist of nine (9) members serving overlapping terms of four (4) years each. In 1993 and every four (4) years thereafter there shall be elected five (5) members for terms of four (4) years, and in 1995 and every four (4) years thereafter there shall be elected four (4) members for terms of four (4) years in accordance with the provisions of Sections 7-6 and 7-7 of this Charter. This Board shall have the powers and duties prescribed by Title 10 of the Connecticut General Statutes.

Section 7-17: Board of Assessment Appeals

(A) The Board of Assessment Appeals shall consist of three (3) members serving overlapping terms of four (4) years each. In 1993 and every four (4) years thereafter, there shall be elected one (1) member for a term of four (4) years, and in 1995 and every four (4) years thereafter there shall be elected two (2) members for terms of four (4) years in accordance with the provisions of Sections 7-6 and 7-7 of this Charter.

(B) The functions and responsibilities of this board shall be as prescribed by law, and shall include the hearing of grievances regarding tax assessments and the making of such adjustments to the Grand List as are provided by Section 12-111ff of the Connecticut General Statutes.

(C) As provided by ordinance, for any assessment year in which a revaluation becomes effective, the Board of Selectmen may, at the request of the Assessor, appoint up to two (2) additional electors from the Town to serve temporary terms on the Board of Assessment Appeals.

**TOWN CHARTER
OXFORD, CONNECTICUT
2011 Revision**

Section 7-18: Planning & Zoning Commission

(A) The Planning & Zoning Commission shall consist of seven (7) members serving overlapping terms of four (4) years each, who shall have the powers and duties prescribed by law. In 2003 and every four (4) years thereafter, three (3) members shall be elected for terms of four (4) years, and in 2005 and every four (4) years thereafter, four (4) members shall be elected for terms of four (4) years in accordance with the provisions of Sections 7-6 and 7-7 of this Charter. There shall be three (3) alternates, each serving for terms of two (2) years who shall be appointed as specified in Section 8-10 of this Charter.

(B) The functions and responsibilities of the Planning & Zoning Commission shall include the preparation and adoption of a Plan of Development, a Comprehensive Zoning Plan in accordance with the Plan of Development, and the preparation, adoption, and implementation of zoning and subdivision regulations in furtherance of the Plan of Development and the long-term health and safety of the Town, as specified in Chapters 124 and 126 of the General Statutes. The Plan of Development may be reviewed and, if necessary, updated by this Commission every five (5) years. In connection with this review, a public hearing shall be held within ninety (90) days prior to the expiration of the five-year period. The Town must appropriate reasonable funds for the preparation, adoption, implementation, review and amendment of the Plan of Development.

(C) To the extent provided by the General Statutes, and within the limits of its appropriations, the Commission may, by vote of a majority of its members, engage such employees as are necessary for its work and may contract with professional consultants.

Section 7-19: Zoning Board of Appeals

(A) The Zoning Board of Appeals shall consist of five (5) members serving overlapping terms of four (4) years each who shall have the powers and duties prescribed by law. In 2003 and every four (4) years thereafter, three (3) members shall be elected for terms of four (4) years, and in 2005 and every four (4) years thereafter, two (2) members shall be elected for terms of four (4) years in accordance with the provisions of Sections 7-6 and 7-7 of this Charter. There shall be three (3) alternates, each serving for terms of two (2) years who shall be appointed as specified in Section 8-14 of this Charter.

(B) The functions and responsibilities of this Board shall include: (1) hearing and deciding appeals where it is alleged there is an error in any order, requirement or decision made under Chapter 124 of the General Statutes; (2) hearing and deciding special exceptions as required by the specific terms of the zoning bylaws; and (3) determining and varying the application of the zoning bylaws, ordinances or regulations solely with respect to a parcel of land for reasons of unusual hardship, as specified in Chapter 124 of the General Statutes.