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## Description of Organization and Rules of Practice

### Part I

#### Description

##### **Sec. 46a-5-1. Statutory authority and membership**

The permanent commission on the status of women derives its authority from Section 46a-1 to 46a-6, inclusive of the General Statutes. The commission is composed of seventeen members as prescribed by said public act with a chair elected by a vote of the members.

(Effective March 23, 1978)

### Part II

#### Function of Commission

##### **Sec. 46a-5-2. Primary function**

The commission shall conduct an ongoing study of all matters concerning women and in furtherance of that responsibility shall; oversee, coordinate and assess programs and practices in all state agencies as they affect women; serve as a liaison between government and private interest groups concerned with services for women; inform the public as well as leaders of business, education, state and local government and the communications media of the nature and scope of the problem of sex discrimination, and enlist their support in working improvement; promote consideration of women in government appointments. These purposes are effectuated by researching and analyzing data on issues affecting women and holding hearings, creating task forces, writing reports and conducting an ongoing study toward formulating legislation to remove inequalities in the law.

(Effective March 23, 1978)

##### **Sec. 46a-5-3. Delegation of function**

The commission may delegate certain appropriate responsibilities to the executive director, including, but not limited to, the overall responsibility for the direction of the commission staff. The executive director may in turn delegate certain responsibilities to other members of the commission staff in accordance with procedures as adopted by the commission.

(Effective March 23, 1978)

### Part III

#### Public Information

##### **Sec. 46a-5-4. Official address**

All communication shall be addressed to:

Executive Director

Permanent Commission on the Status of Women

6 Grand Street

Hartford, Connecticut 06115

Telephone (203) 566-5702

(Effective March 23, 1978)

##### **Sec. 46a-5-5. Public inspection**

In addition to publication of regulations adopted, amended, or repealed as required by chapter 54 of the General Statutes as amended in P.A. 73-620 (Uniform Administrative Procedures), and as may be amended from time to time, a compilation of

all regulations, policy statements, final orders, decisions, minutes, opinions and forms and instructions used by the commission, is available for public inspection at the office of the commission.

(Effective March 23, 1978)

**Sec. 46a-5-6. Request for information**

Requests for information should be directed to the executive director at the official address, noted above. There is no prescribed form for requests for information. Requests should be sufficiently specific to permit easy identification of the information requested. Simple requests may be made orally, in person or by telephone; detailed requests should be in writing.

(Effective March 23, 1978)

**Sec. 46a-5-7. Submission of materials**

Submission of materials to the commission should be made at the official address, noted above. Any person who submits materials should enclose a cover letter which states clearly and concisely the uses for which they are intended. Although the commission will attempt to return unsolicited material if requested, it cannot guarantee such return.

(Effective March 23, 1978)

**Part IV**

**Courses and Methods of Operation**

**Sec. 46a-5-8. Rules of practice for procedures available**

The commission:

1. Collects resources and specific documents related to the status of women.
2. Receives complaints on sex discrimination and forwards them to the Commission on Human Rights and Opportunities.
3. Maintains a file on complaints concerning sex discrimination.
4. Maintains a talent bank of women available for appointment to boards, commissions and agencies of state government.
5. Conducts fact finding hearings to gather information on the status of women in Connecticut. And pursuant to this, subpoenas witnesses and records, administers oaths and takes the testimony of any persons under oath and requires the production for examination of any books and papers relating to any matter under investigation or in question.
6. Issues recommendations for legislative reform to the General Assembly. Recommends policies and recommendations to agencies and officers of the state and local subdivisions of government to carry out its mandate.
7. Represents the state on appropriate matters.

(Effective March 23, 1978)

**Sec. 46a-5-9. Fact-finding hearing procedures**

Hearings are conducted in accordance with the following procedures:

1. Notice: Notice of hearings shall be published in the Connecticut Law Journal at least (15) days in advance.
  2. Subpoena: The hearing examiner shall make recommendations for the issuance of subpoenas to the full Commission for approval.
- Subpoenaed witnesses will be given twenty-one calendar days notice of the hearing. Witnesses may present, in writing, to the hearing examiner, reasons why

they should not testify, fourteen calendar days before the factfinding hearing. Witnesses will receive an answer in writing, stating whether or not their reasons have been accepted within five working days of receipt of their reasons.

3. Reporting: The proceedings of the fact-finding hearing shall be recorded and transcribed. Within 90 days at the next following meeting, the hearing examiner shall present a report of the fact-finding hearing to the commission with recommendations for action arising from the hearing.

(Effective March 23, 1978)

## Part V

### Presentation of Complaint to Commission for Reference to Commission on Human Rights and Opportunities

#### Sec. 46a-5-10. Complaint procedure

These regulations set forth the procedures to be followed by persons asserting a complaint of sex discrimination as provided in section 46a-5 of the Connecticut General Statutes as amended.

(Effective March 23, 1978)

#### Sec. 46a-5-11. Complaint

Sec. 1. Complainant. Any person who feels they have been or are being discriminated against on the basis of sex, in violation of chapter 563 of the Connecticut General Statutes, may file a complaint with the commission.

Sec. 2. Forms and filing. The complaints shall be filed with the commission upon forms prepared by the commission, blanks of which will be supplied by the commission upon request.

Sec. 3. Content. The complaint shall contain the following: (a) the date; (b) the full name and address of the complainant; (c) where the complainant may be reached at what time of day; (d) the full name and address of the respondent; (e) an indication of the type of complaint; (f) a statement of the time within which the most recent alleged incidence of discrimination occurred; (g) a brief statement of the events constituting the alleged discrimination; and (h) the signature of the complainant.

Sec. 4. Time of filing. The complaint shall be filed within one hundred and thirty days after the most recent incident of discrimination is alleged to have occurred.

Sec. 5. Manner of filing. The complaint may be filed in person or by letter addressed to the office of the commission.

Sec. 6. Referral to the Commission on Human Rights and Opportunities. The executive director of the commission shall within ten days of receipt of the complaint refer each complaint to the Commission on Human Rights and Opportunities. In the case of any complaints filed after one hundred and thirty days the complainant may be notified immediately in writing, or orally, that they should proceed directly to the Commission on Human Rights and Opportunities. A copy of each complaint shall be maintained by the commission for its records.

(Effective March 23, 1978)

## Part VI

### Petitions Concerning Adoption of Regulations

#### Sec. 46a-5-12. General rule

These rules set forth the procedures to be followed by the commission in the disposition of petitions concerning the promulgation, amendment, or repeal of regulations.

(Effective March 23, 1978)

**Sec. 46a-5-13. Form of petitions**

Any interested person may at any time petition the commission to promulgate regulations or to amend or repeal any of its existing regulations. The petition shall set forth clearly and concisely the text of the proposed regulations, amendment, or repeal. Such petition shall also state the facts and arguments that favor the action it proposes by including such data, facts, and arguments either in the petition or in a brief annexed thereto. The petition shall be addressed to the commission and sent to the executive director by mail or delivered in person during normal business hours. The petition shall be signed by the petitioner and shall furnish the address of the petitioner and the name and address of petitioner's attorney, if applicable.

(Effective March 23, 1978)

**Sec. 46a-5-14. Procedures for consideration of petition**

Sec. 1. Decision on petition. Upon receipt of the petition, the commission shall within thirty days determine whether to deny the petition or to initiate regulation making proceedings in accordance with law.

Sec. 2. Granting or denial of petition. (a) If the commission grants the petition, it shall send a written notice of intent to the petitioner and to the commission on legal publications for publication in the Connecticut Law Journal. This notice of intent shall include a statement of either the terms or substance of the intended action and the time, place, and manner for presentation of views on the matter.

(b) If the commission denies the petition, the commission shall give the petitioner notice in writing, stating the reasons for the denial based upon the data, facts and arguments submitted with the petition by the petitioner and upon such additional data, facts and arguments as the commissioners shall deem appropriate.

Sec. 3. Petition file. The commission shall maintain a file of all petitions to promulgate regulations or to amend or repeal any of its existing regulations.

(Effective March 23, 1978)

**Part VII****Petitions Concerning Declaratory Rulings****Sec. 46a-5-15. Procedure for petitions for declaratory rulings**

Sec. 1. Petitions for declaratory rulings on the applicability of any statutory provision or of any regulation of the commission may be submitted to the commission. Only written petitions will be considered. Upon receipt of an original and five (5) copies of the petition the duly authorized representative of the commission will distribute copies to all commission members. Within thirty (30) days of receipt of such petition the chairperson will cause the members to be polled or order a meeting to rule on the petition. The chairperson or duly authorized representative shall request the opinion of the attorney general whenever necessary. The duly authorized representative of the commission will inform the petitioner in writing of the ruling and advise the petitioner of the right to appeal to the Court of Common Pleas of Hartford County.

(Effective March 23, 1978)