

General Assembly

January Session, 2021

Substitute Bill No. 6651



AN ACT RESPONDING TO ISSUES RELATED TO COVID-19 AND GOVERNMENT ADMINISTRATION.

Be it enacted by the Senate and House of Representatives in General Assembly convened:

1 Section 1. (NEW) (*Effective from passage*) (a) A public agency may hold 2 any meeting remotely by using a conference call, videoconference or 3 other technology, provided (1) the public has the ability to view or listen 4 to the meeting simultaneously with its occurrence, using telephone, 5 video or other technology, but excluding any portion of the meeting that is an executive session; (2) any such meeting is recorded or transcribed, 6 7 excluding any portion of the meeting that is an executive session, and 8 such recording or transcript is posted on the agency's Internet web site 9 not later than seven days after the meeting, and made available in the 10 agency's office or regular place of business within a reasonable period 11 of time; (3) the notice and agenda for such meeting is posted on the 12 agency's Internet web site and includes information about what 13 technology will be used for the meeting and by what method the public 14 can access the meeting; (4) any materials relevant to matters on the 15 agenda, including, but not limited to, materials related to specific 16 applications, if applicable, are submitted to the agency a minimum of 17 twenty-four hours prior to the meeting and posted on the agency's 18 Internet web site for public inspection prior to, during and after the 19 meeting, and any exhibits to be submitted by members of the public are, 20 to the extent feasible, submitted to the agency a minimum of twenty-

- 21 four hours prior to the meeting and posted on the agency's Internet web
- 22 site for public inspection prior to, during and after the meeting; and (5)
- any person participating in any such meeting clearly states his or her
- 24 name and title, if applicable, each time before speaking.
- 25 (b) The provisions of this section shall not be construed to require the 26 posting of any record that is otherwise exempt from disclosure under 27 any provision of the general statutes.
- Sec. 2. Section 1-225 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):
 - (a) As used in this subsection, "open to the public" includes, but is not limited to, a remote meeting held pursuant to section 1 of this act. The meetings of all public agencies, except executive sessions, [as defined in subdivision (6) of section 1-200,] shall be open to the public. The votes of each member of any such public agency upon any issue before such public agency shall be reduced to writing and made available for public inspection within forty-eight hours and shall also be recorded in the minutes of the session at which taken. Not later than seven days after the date of the session to which such minutes refer, such minutes shall be available for public inspection and posted on such public agency's Internet web site, if available, except that no public agency of a political subdivision of the state shall be required to post such minutes on an Internet web site <u>unless conducting a remote meeting pursuant to section 1 of this act</u>. Each public agency shall make, keep and maintain a record of the proceedings of its meetings.
 - (b) Each such public agency of the state shall file not later than January thirty-first of each year in the office of the Secretary of the State the schedule of the regular meetings of such public agency for the ensuing year and shall post such schedule on such public agency's Internet web site, if available, except that such requirements shall not apply to the General Assembly, either house thereof or to any committee thereof. Any other provision of the Freedom of Information Act notwithstanding, the General Assembly at the commencement of each

regular session in the odd-numbered years, shall adopt, as part of its joint rules, rules to provide notice to the public of its regular, special, emergency or interim committee meetings. The chairperson or secretary of any such public agency of any political subdivision of the state shall file, not later than January thirty-first of each year, with the clerk of such subdivision the schedule of regular meetings of such public agency 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. The chief executive officer of any multitown district or agency shall file, not later than January thirty-first of each year, with the clerk of each municipal member of such district or agency, the schedule of regular meetings of such public agency 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.

- (c) The agenda of the regular meetings of every public agency, except for the General Assembly, shall be available to the public and shall be filed, not less than twenty-four hours before the meetings to which they refer, (1) in such agency's regular office or place of business, and (2) in the office of the Secretary of the State for any such public agency of the state, in the office of the clerk of such subdivision for any public agency of a political subdivision of the state or in the office of the clerk of each municipal member of any multitown district or agency. For any such public agency of the state, such agenda shall be posted on the public agency's and the Secretary of the State's web sites. Any such agenda of a remote meeting shall comply with the requirements of section 1 of this act. Upon the affirmative vote of two-thirds of the members of a public agency present and voting, any subsequent business not included in such filed agendas may be considered and acted upon at such meetings.
- (d) Notice of each special meeting of every public agency, except for the General Assembly, either house thereof or any committee thereof, shall be posted not less than twenty-four hours before the meeting to which such notice refers on the public agency's Internet web site, if available, and 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 Secretary of the State for any such public agency of the state, in the office of the clerk of such subdivision for any public agency of a political subdivision of the state and in the office of the clerk of each municipal member for any multitown district or agency. The secretary or clerk shall cause any notice received under this section to be posted in his office. Such notice shall be given not less than twenty-four hours prior to the time of the special meeting; provided, in case of emergency, except for the General Assembly, either house thereof or any committee thereof, any 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 Secretary of the State, the clerk of such political subdivision, or the clerk of each municipal member of such multitown district or agency, as the case may be, not later than seventytwo 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, and if to be held remotely, shall comply with the requirements of section 1 of this act. No other business shall be considered at such meetings by such public agency. In addition, such written notice shall be delivered to the usual place of abode of each member of the public agency or by electronic means at an address designated by such member, so that the same is received prior to such special meeting. The requirement of delivery of such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the public agency a written waiver of delivery of such notice. Such waiver may be given [by telegram] <u>electronically</u>. The requirement of delivery of such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes. Nothing in this section shall be construed to prohibit any agency from adopting more stringent notice requirements.

(e) No member of the public shall be required, as a condition to

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- attendance at a meeting of any such body, to register the member's name, or furnish other information, or complete a questionnaire or otherwise fulfill any condition precedent to the member's attendance.
- (f) A public agency 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 or a remote meeting held pursuant to section 1 of this act and stating the reasons for such executive session. [, as defined in section 1-200.]
- 129 (g) In determining the time within which or by when a notice, agenda, 130 record of votes or minutes of a special meeting or an emergency special meeting are required to be filed under this section, Saturdays, Sundays, 132 legal holidays and any day on which the office of the agency, the 133 Secretary of the State or the clerk of the applicable political subdivision or the clerk of each municipal member of any multitown district or 134 135 agency, as the case may be, is closed, shall be excluded.
- 136 Sec. 3. Section 1-226 of the general statutes is repealed and the 137 following is substituted in lieu thereof (*Effective from passage*):
 - (a) At any meeting of a public agency which is open to the public, pursuant to the provisions of section 1-225, as amended by this act, proceedings of such public agency may be recorded, photographed, broadcast or recorded for broadcast, subject to such rules as such public agency may have prescribed prior to such meeting, by any person or by any newspaper, radio broadcasting company or television broadcasting company, provided any remote meeting shall be available for viewing and recorded in accordance with section 1 of this act. Any recording, radio, television or photographic equipment may be so located within the meeting room as to permit the recording, broadcasting either by radio, or by television, or by both, or the photographing of the proceedings of such public agency. The photographer or broadcaster and its personnel, or the person recording the proceedings, shall be required to handle the photographing, broadcast or recording as

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- inconspicuously as possible and in such manner as not to disturb the proceedings of the public agency. As used [herein] <u>in this section</u>, the term [television shall include] <u>"television" includes</u> the transmission of visual and audible signals by cable.
 - (b) Any such public agency may adopt rules governing such recording, photography or the use of such broadcasting equipment for radio and television stations but, (1) in the absence of the adoption of such rules and regulations by such public agency prior to the meeting, such recording, photography or the use of such radio and television equipment shall be permitted as provided in subsection (a) of this section, and (2) any such rules and regulations concerning remote meetings shall comply with the requirements of section 1 of this act.
 - (c) Whenever there is a violation or the probability of a violation of subsections (a) and (b) of this section the superior court, or a judge thereof, for the judicial district in which such meeting is taking place shall, upon application made by affidavit that such violation is taking place or that there is reasonable probability that such violation will take place, issue a temporary injunction against any such violation without notice to the adverse party to show cause why such injunction should not be granted and without the plaintiff's giving bond. Any person or public agency so enjoined may immediately appear and be heard by the court or judge granting such injunction with regard to dissolving or modifying the same and, after hearing the parties and upon a determination that such meeting should not be open to the public, said court or judge may dissolve or modify the injunction. Any action taken by a judge upon any such application shall be immediately certified to the court to which such proceedings are returnable.
- Sec. 4. Section 1-228 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):
 - The public agency may adjourn any regular or special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent

from any regular meeting the clerk or the secretary of such body may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in section 1-225, as amended by this act, for special meetings, unless such notice is waived as provided for special meetings, or as provided in section 1 of this act, for remote meetings. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular or special meeting was held, or in a conspicuous place on the Internet web site of the public agency, within twenty-four hours after the time of the adjournment. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings, by ordinance, resolution, by law or other rule.

- 197 Sec. 5. Section 1-200 of the general statutes is repealed and the 198 following is substituted in lieu thereof (*Effective from passage*):
 - As used in this chapter <u>and section 1 of this act</u>, the following words and phrases shall have the following meanings, except where such terms are used in a context which clearly indicates the contrary:
 - (1) "Public agency" or "agency" means:
 - (A) Any executive, administrative or legislative office of the state or any political subdivision of the state and any state or town agency, any department, institution, bureau, board, commission, authority or official of the state or of any city, town, borough, municipal corporation, school district, regional district or other district or other political subdivision of the state, including any committee of, or created by, any such office, department, institution, subdivision, agency, bureau, commission, authority or official, and also includes any judicial office, official, or body or committee thereof but only with respect to its or their administrative functions, and for purposes of this subparagraph, "judicial office" includes, but is not limited to, the Division of Public Defender Services;

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- 215 (B) Any person to the extent such person is deemed to be the 216 functional equivalent of a public agency pursuant to law; or
 - (C) Any "implementing agency", as defined in section 32-222.
 - (2) "Meeting" means any hearing or other proceeding of a public agency, any convening or assembly of a quorum of a multimember public agency, and any communication by or to a quorum of a multimember public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction or advisory power. "Meeting" does not include: Any meeting of a personnel search committee for executive level employment candidates; any chance meeting, or a social meeting neither planned nor intended for the purpose of discussing matters relating to official business; strategy or negotiations with respect to collective bargaining; a caucus of members of a single political party notwithstanding that such members also constitute a quorum of a public agency; an administrative or staff meeting of a single-member public agency; and communication limited to notice of meetings of any public agency or the agendas thereof. A quorum of the members of a public agency who are present at any event which has been noticed and conducted as a meeting of another public agency under the provisions of the Freedom of Information Act shall not be deemed to be holding a meeting of the public agency of which they are members as a result of their presence at such event.
 - (3) "Caucus" means (A) a convening or assembly of the enrolled members of a single political party who are members of a public agency within the state or a political subdivision, or (B) the members of a multimember public agency, which members constitute a majority of the membership of the agency, or the other members of the agency who constitute a minority of the membership of the agency, who register their intention to be considered a majority caucus or minority caucus, as the case may be, for the purposes of the Freedom of Information Act, provided (i) the registration is made with the office of the Secretary of the State for any such public agency of the state, in the office of the clerk

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- of a political subdivision of the state for any public agency of a political 248 249 subdivision of the state, or in the office of the clerk of each municipal 250 member of any multitown district or agency, (ii) no member is 251 registered in more than one caucus at any one time, (iii) no such 252 member's registration is rescinded during the member's remaining term 253 of office, and (iv) a member may remain a registered member of the 254 majority caucus or minority caucus regardless of whether the member 255 changes his or her party affiliation under chapter 143.
 - (4) "Person" means natural person, partnership, corporation, limited liability company, association or society.
 - (5) "Public records or files" means any recorded data or information relating to the conduct of the public's business prepared, owned, used, received or retained by a public agency, or to which a public agency is entitled to receive a copy by law or contract under section 1-218, whether such data or information be handwritten, typed, tape-recorded, printed, photostated, photographed or recorded by any other method.
 - (6) "Executive sessions" means a meeting of a public agency at which the public is excluded for one or more of the following purposes: (A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting; (B) strategy and negotiations with respect to pending claims or pending litigation to which the public agency or a member thereof, because of the member's conduct as a member of such agency, is a party until such litigation or claim has been finally adjudicated or otherwise settled; (C) matters concerning security strategy or the deployment of security personnel, or devices affecting public security; (D) discussion of the selection of a site or the lease, sale or purchase of real estate by the state or a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would adversely impact the price of such site, lease, sale, purchase or construction until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned; and (E)

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- discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of section 1-210.
- (7) "Personnel search committee" means a body appointed by a public agency, whose sole purpose is to recommend to the appointing agency a candidate or candidates for an executive-level employment position. Members of a "personnel search committee" shall not be considered in determining whether there is a quorum of the appointing or any other public agency.
 - (8) "Pending claim" means a written notice to an agency which sets forth a demand for legal relief or which asserts a legal right stating the intention to institute an action in an appropriate forum if such relief or right is not granted.
 - (9) "Pending litigation" means (A) a written notice to an agency which sets forth a demand for legal relief or which asserts a legal right stating the intention to institute an action before a court if such relief or right is not granted by the agency; (B) the service of a complaint against an agency returnable to a court which seeks to enforce or implement legal relief or a legal right; or (C) the agency's consideration of action to enforce or implement legal relief or a legal right.
 - (10) "Freedom of Information Act" means this chapter.
 - (11) "Governmental function" means the administration or management of a program of a public agency, which program has been authorized by law to be administered or managed by a person, where (A) the person receives funding from the public agency for administering or managing the program, (B) the public agency is involved in or regulates to a significant extent such person's administration or management of the program, whether or not such involvement or regulation is direct, pervasive, continuous or day-to-day, and (C) the person participates in the formulation of governmental policies or decisions in connection with the administration or

management of the program and such policies or decisions bind the public agency. "Governmental function" shall not include the mere provision of goods or services to a public agency without the delegated responsibility to administer or manage a program of a public agency.

Sec. 6. Subdivision (1) of subsection (b) of section 1-206 of the general statutes is repealed and the following is substituted in lieu thereof (*Effective from passage*):

(b) (1) (A) Any person denied the right to inspect or copy records under section 1-210 or wrongfully denied the right to attend any meeting of a public agency or denied any other right conferred by the Freedom of Information Act may appeal therefrom to the Freedom of Information Commission, by filing a notice of appeal with said commission. [A] Except as provided in subparagraph (B) of this subdivision, a notice of appeal shall be filed not later than thirty days after such denial, except in the case of an unnoticed or secret meeting, in which case the appeal shall be filed not later than thirty days after the person filing the appeal receives actual or constructive notice that such meeting was held. For purposes of this subsection, such notice of appeal shall be deemed to be filed on the date it is received by said commission or on the date it is postmarked, if received more than thirty days after the date of the denial from which such appeal is taken. Upon receipt of such notice, the commission shall serve upon all parties, by certified or registered mail, a copy of such notice together with any other notice or order of such commission. In the case of the denial of a request to inspect or copy records contained in a public employee's personnel or medical file or similar file under subsection (c) of section 1-214, the commission shall include with its notice or order an order requiring the public agency to notify any employee whose records are the subject of an appeal, and the employee's collective bargaining representative, if any, of the commission's proceedings and, if any such employee or collective bargaining representative has filed an objection under said subsection (c), the agency shall provide the required notice to such employee and collective bargaining representative by certified mail, return receipt

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requested or by hand delivery with a signed receipt. A public employee whose personnel or medical file or similar file is the subject of an appeal under this subsection may intervene as a party in the proceedings on the matter before the commission. [Said] Except as provided in subparagraph (B) of this subdivision, said commission shall, after due notice to the parties, hear and decide the appeal within one year after the filing of the notice of appeal. The commission shall adopt regulations in accordance with chapter 54, establishing criteria for those appeals which shall be privileged in their assignment for hearing. Any such appeal shall be heard not later than thirty days after receipt of a notice of appeal and decided not later than sixty days after the hearing. If a notice of appeal concerns an announced agency decision to meet in executive session or an ongoing agency practice of meeting in executive sessions, for a stated purpose, the commission or a member or members of the commission designated by its chairperson shall serve notice upon the parties in accordance with this section and hold a preliminary hearing on the appeal not later than seventy-two hours after receipt of the notice, provided such notice shall be given to the parties at least forty-eight hours prior to such hearing. During such preliminary hearing, the commission shall take evidence and receive testimony from the parties. If after the preliminary hearing the commission finds probable cause to believe that the agency decision or practice is in violation of sections 1-200 and 1-225, as amended by this act, the agency shall not meet in executive session for such purpose until the commission decides the appeal. If probable cause is found by the commission, it shall conduct a final hearing on the appeal and render its decision not later than five days after the completion of the preliminary hearing. Such decision shall specify the commission's findings of fact and conclusions of law.

(B) (i) Any appeal filed on or after the effective date of this section until December 31, 2021, shall not be subject to the deadlines for filing an appeal as set forth in subparagraph (A) of this subdivision, and (ii) any appeal pending on or filed on or after the effective date of this section until December 31, 2021, shall not be subject to the requirement

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that the commission decide such appeal within one year as set forth in subparagraph (A) of this subdivision.

Sec. 7. (NEW) (*Effective from passage*) As used in this section, "COVID-19" means the respiratory disease designated by the World Health Organization on February 11, 2020, as coronavirus 2019, and any related mutation thereof recognized by said organization as a communicable respiratory disease. Notwithstanding any provision of the general statutes, between the effective date of this section and December 31, 2021, inclusive, any department head, as defined in section 4-5 of the general statutes, may issue any directive, rule, guidance or order modifying or suspending any regulatory requirements adopted by the department head that the department head deems necessary to reduce the spread of COVID-19 and to protect the public health.

Sec. 8. (NEW) (Effective from passage) As used in this section, "COVID-19" means the respiratory disease designated by the World Health Organization on February 11, 2020, as coronavirus 2019, and any related mutation thereof recognized by said organization as a communicable respiratory disease. Notwithstanding any provision of title 7 or 9 of the general statutes, section 10-46 of the general statutes, any special act, municipal charter, ordinance, bylaw or resolution, or any plan of reapportionment approved pursuant to section 10-63l of the general statutes, in any municipality where (1) the town meeting, annual town meeting, district meeting or other meeting of electors or voters is the authority for appointing or electing members or officials to any municipal or regional governmental office, board, agency, commission or quasi-municipal corporation, and (2) such appointments require a district or town meeting or election to be held that is scheduled to occur after June 30, 2021, but before December 31, 2021, for the purposes of electing, nominating or appointing such members or officials, the officials responsible for administering any such district or town meeting or election shall use their best efforts to conduct such proceedings using remote means in accordance with the provisions of section 1 of this act, while also implementing measures to safeguard the integrity of the

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- process. If such officials determine that any such district or town meeting or election cannot be conducted safely and accurately by remote means, such officials shall take all reasonable measures to protect the public health, including consulting with local or state public health officials and conducting such meeting or election in a way that significantly reduces the risk of transmission of COVID-19.
- 418 Sec. 9. (NEW) (Effective from passage) (a) As used in this section, 419 "notary public" means a person appointed by the Secretary of the State 420 pursuant to section 3-94b of the general statutes or a commissioner of 421 the Superior Court as described in section 51-85 of the general statutes. 422 Notwithstanding any provision of the general statutes, between the 423 effective date of this section and December 31, 2021, inclusive, any 424 notarial act that is required under Connecticut law to be performed by 425 a notary public may be performed using an electronic device or process 426 that allows a notary public and a remotely located individual to 427 communicate with each other simultaneously by sight and sound, 428 provided the following conditions are met:
 - (1) The individual seeking the notarial act from a notary public, if not personally known to the notary public, shall present satisfactory evidence of identity, as defined in section 3-94a of the general statutes, while connected to the electronic device or process, and may not transmit such evidence prior to or after the transaction;
 - (2) The electronic device or process used by the notary public shall be capable of recording the complete notarial act and such recording shall be made and retained by the notary public for not less than ten years;
 - (3) The individual seeking the notarial act shall affirmatively represent using the electronic device or process that he or she is physically situated in this state;
- 440 (4) The individual seeking the notarial act shall transmit by fax or 441 electronic means a legible copy of the signed document directly to the 442 notary public on the same date it was executed;

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- (5) The notary public may notarize the transmitted copy of the document and transmit such copy to the individual seeking the notarial act by fax or electronic means; and
 - (6) The notary public may repeat the notarization of the original signed document as of the date of execution, provided the notary public receives such original signed document, together with the electronically notarized copy, within thirty days after the date of execution.
 - (b) Notwithstanding the provisions of subdivisions (1) to (6), inclusive, of subsection (a) of this section, only an attorney admitted to practice law in this state and in good standing may remotely administer a self-proving affidavit to a will pursuant to section 45a-285 of the general statutes or conduct a real estate closing as required under section 51-88a of the general statutes. Any witnessing requirement for a will may be satisfied remotely through the use of an electronic device or process if it is completed under the supervision of a commissioner of the Superior Court. The supervising commissioner shall certify that he or she supervised the remote witnessing of the will.
 - (c) Notwithstanding any provision of the general statutes, no witness shall be required for any document requiring a notarial act, other than a will, as set forth in subsection (b) of this section.
 - (d) All remotely notarized documents pertaining to real property shall be accepted for recording on the land records by all town clerks. A one-page certification confirming the use of remote notarization procedures shall be attached to each remotely notarized document submitted for recording on the land records in this state.

This act shall take effect as follows and shall amend the following sections:		
Section 1	from passage	New section
Sec. 2	from passage	1-225
Sec. 3	from passage	1-226
Sec. 4	from passage	1-228

Sec. 5	from passage	1-200
Sec. 6	from passage	1-206(b)(1)
Sec. 7	from passage	New section
Sec. 8	from passage	New section
Sec. 9	from passage	New section

Statement of Legislative Commissioners:

Section 6(b)(1)(B) was rewritten for clarity, in Section 9(a) "commissioned" was changed to "appointed" for consistency and in Section 9(a)(3), (4) and (5), "signatory act" was changed to "notarial act" for consistency.

GAE Joint Favorable Subst. -LCO