

**BY-LAWS OF THE CONSERVATION COMMISSION AND
INLAND WETLANDS AND WATERCOURSES AGENCY
OF THE TOWN OF SOUTHINGTON**

As Revised on May 21, 1981
As Revised on April 21, 1983
As Revised on October 20, 1983
As Revised on January 12, 1984
As Revised on January 9, 1986
As Revised on April 16, 1987
As Revised on February 18, 1998
As Revised on November 3, 2011
As Revised on December 1, 2011

ARTICLE I
NAME

The name of this agency shall be the Conservation Commission and Inland Wetlands and Watercourses Agency of the Town of Southington, Connecticut.

ARTICLE II
PURPOSE

The purpose of this Commission shall be as set forth in the resolution adopted by the Town Council of the Town of Southington, Connecticut on April 26, 1971.

Upon dissolution of the Commission, all of its assets will be distributed for one or more exempt purposes within the meaning of Section 501.C.3 of the I.R.S. code, or shall be distributed to the Federal, State or local government for a public purpose.

ARTICLE III
MEMBERSHIP

The members of this Commission shall consist of seven members, the number being within the numbers allowed as defined in Section 7-131a, Chapter 97 of the Connecticut General Statutes. The term of office of these members shall be 4 years.

The membership shall also include any number of Ex-Officio members that the Town Manager may appoint.

If any member of the Commission shall miss three consecutive Regular or Special meetings, or six meetings in any one calendar year, the Commission may deem this as a resignation from the Commission by such member, and may recommend to the Town Manager that he exercise his authority to remove this member for the cause.

As defined by statute, vacancies to the Commission will be filled by the Town Manager.

ARTICLE IV
MEETINGS

- A. REGULAR MEETINGS will be held on the first Thursday of every month at 7:00 p.m. in the Council Chambers of the Town Hall. When the scheduled date of the regular meeting falls on a holiday, the meeting shall be rescheduled. Notice of regular meetings shall be given to the members by Commission/Town Staff at least five days prior to the meeting. In addition, notice of the meeting shall be forwarded to the Town Clerk at least 48 hours prior to the meeting.
- B. SPECIAL MEETINGS may be held by call of the Chairperson or by petition to the Chairperson (“the Chair”), Vice-Chairperson (“Vice Chair”), or Secretary by two or more members. Notice of the Special Meetings shall be given by Commission/Town Staff to the members and the Town Clerk with prior notice as required by State statute prior to such meeting, and shall state the purpose, place and time of the meeting. At a Special Meeting, only business listed on the Call of the Meeting shall be considered.
- C. PUBLIC HEARINGS may be held by the Commission, at it’s discretion, when it decides that such hearings may furnish information important to the Commission decision making or to the public. Public Hearings shall be publicized in the local media.
- D. EXECUTIVE SESSIONS are the only Commission meetings that will not be open to the Public. The Commission may, by majority vote, reserve the right to hold a closed Executive Session for the purposes as outlined and defined in P.A. No. 75-342 Sections 1-e and 2b of the Connecticut Public and Special Acts, January and July Sessions 1975, Volume 1 Resolutions.
- E. QUORUM shall consist of any four members of the Commission, for the transaction of all business or the taking of official actions. Whenever a quorum is not present at a Regular or

Special Meeting, those present may adjourn the meeting to another day or hold the meeting for the purpose of considering such matters as are on the agenda. No action taken at such a meeting shall be final or official unless and until verified at a subsequent meeting, at which a quorum is present, by approval of the minutes of the meeting at which a quorum was not present.

- F. VOTING. An affirmative vote of the majority of the members present at any meeting shall be required to ratify any official action of the Commission. Where disagreement remains following a vote, a minority report may be recorded as part of the minutes. Ex-Officio members have the same status as appointed members, except that they will not be entitled to a voting privilege.
- G. ORDER OF BUSINESS for a Regular Meeting shall include:
1. Call to Order
 2. Roll Call
 3. Determination of Quorum
 4. Recite Pledge of Allegiance
 5. Acceptance of the Minutes of the Preceding Meeting
 6. Report of Expenditures
 7. Inland Wetland Applications
 8. Communications
 9. Reports of the Public, Press and Ex-Officio Members
 10. Committee Reports
 11. Unfinished Business
 12. New Business
 13. Adjournment

and may be rearranged by a majority vote of the members present at a regular or special meeting of the Commission. The agenda may be expanded at the discretion of the Chair to meet the changing needs of the Commission on a temporary basis.

ARTICLE V OFFICERS

- A. OFFICERS OF THE COMMISSION shall include a Chairperson (“the Chair”), Vice-Chairperson (“Vice Chair”) and Secretary who shall be elected at the June meeting of the Commission and shall serve until the next June meeting of the Commission or until their successors have been elected. In the event that any vacancy shall occur in any office, a

successor shall be elected at the next meeting of the Commission to serve the unexpired term. All members of the Commission, except Ex-Officio members, shall be considered as nominees to all vacant offices with the exception of those members who state that they are not to be considered as nominees. Following nomination, the vote will be by means of a roll call. No person may hold two or more offices simultaneously.

- B. REMOVAL FROM OFFICE. Officers of the Commission may be removed from office by a like vote of at least five members of the Commission upon notice to the membership.
- C. CHAIRPERSON. The Chairperson (“the Chair”) shall preside at all the meetings, except that in his/her absence, the Vice-Chair shall preside. The Chair shall affix his/her signature to all official reports which have been adopted by the Commission. The Chair shall be sole spokesperson for actions taken by the Commission. As a member of the Commission, the Chair shall have the right to vote on all matters which may come before the Commission. The Chair shall be a member of all standing and special committees, Ex-Officio without vote, except in the case of tie votes or when required for a quorum.
- D. VICE-CHAIRMAN. In absence of the Chairperson, the Vice-Chairperson shall assume the powers and duties of the Chair.
- E. SECRETARY. The Secretary of the Commission shall be the keeper of all official records and research data, and shall forward a copy of all minutes to members of this Commission and to the appropriate Town Officers and Officials, as required by the Town of Southington Statutes. The Secretary shall conduct correspondence as directed by the Chair, compile and kept current a list of all official town agencies, the names of their Chair, and members along with their meeting dates. It will further be the responsibility of the Secretary to compile and keep current a compendium of those town policies and statutes pertaining to the Conservation Commission. The Secretary of the Commission shall be the keeper of all receipts pertaining to Commission monies and expenditures, and shall render a report at each monthly meeting; and shall pay all bills approved by the Chair and two members, or in the absence of the Chair, three Officers of the Commission. Records shall be open to inspection at a reasonable time or place by or for members of the Commission, Town Agencies, Town Officials and members of the public.

ARTICLE VI
COMMITTEES

Standing and special committees and the Chair of these Committees shall be appointed by the Chair of the Commission.

ARTICLE VII
TECHNICAL ADVICE

The Commission may call in outside expertise to assist it in arriving at decisions.

ARTICLE VIII
REPORTS

All reports which are adopted by the Commission shall be forwarded to the Town Manager. All reports of the Commission shall be available to the public. General Informational Releases shall be periodically prepared, approved by vote of the Commission, and released by the Chairman. In accordance with Section 17-131a of Chapter 97 of the Connecticut General Statutes, the Commission shall make an Annual Report to the Town of Southington in the manner required of other agencies of the Town. In accordance with Town Ordinances, a copy of the approved minutes of each meeting will be forwarded to the Town Manager. Two copies of all reports to the public adopted by this Commission shall be presented to the Southington Public Library by the writer(s) of said report.

ARTICLE IX
AMENDMENTS

Providing that notice of the complete text of a proposed amendment shall have been mailed with a call of the meeting to all members of the Commission, these By-Laws may be amended by a like vote of five or more members of the Commission. A written vote will be accepted from any member through the Chair any time prior to the meeting designated for the purpose of voting.

ARTICLE X
PROCEDURE

Final authority for procedure shall be Robert's Rules of Order, Revised.