

RULES AND PROCEDURES FOR TOLLAND CONSERVATION COMMISSION
Adopted February 27, 2014

Organization

At the first meeting in September following the appointment of the Commission, the Commission shall elect appropriate officers, following the administration of the oath of office by the Town Clerk or delegate if/when applicable. The officers will be Chairperson, Vice-Chairperson, and Secretary. Election to these offices shall not deprive such officers of his/her vote on any question. The Commission shall make or affirm existing rules and procedures for the conduct of its meetings and the execution of its duties.

At this organizational meeting, the Commission shall fix or affirm the time and place of its regular meetings, which will be held at least once a month.

All of meeting agenda's shall be filed and meetings shall be recorded as prescribed by the General Statutes, Sec. 1-225. (Formerly Sec. 1-21). <http://www.ct.gov/foi/cwp/view.asp?a=4163&Q=489158>.

Four (4) members shall constitute a quorum. No meeting shall be called to order and any resolution or vote, except to adjourn or to fix the time and place of the next meeting, shall be adopted by fewer than four (4) affirmative votes.

The Chairperson shall:

- preside over all meetings of the Commission.
- establish the meeting agenda consistent with other requirements enumerated here within.
- ensure compliance with Freedom of Information requirements and other applicable regulations.
- be recognized as the Commission's representative for all ceremonial purposes.
- perform such other duties consistent with the Chairperson's office as may be delegated by Commission or imposed by the Town Council in the Commission's Charge.

During the Chairperson's absence or disability, the duties shall be performed by the Vice-Chairperson. During both the Chairperson's and Vice-Chairperson's absence or disability, the duties shall be performed by the Secretary.

The Secretary shall be responsible for correspondence, reports and other communications as assigned by the Commission. This does not preclude other members being assigned the duties of writing specific correspondences. In the absence of a Clerk, the Secretary shall take minutes.

Meeting Agenda

Order of Business: (Items may be added to or removed from Agenda)

Regular Meeting 2nd Thursday of the month

Call to Order
Seating of Alternate (if applicable)
Public Comments
Additions/Changes/Deletions to Agenda
Report on Cooperating Organization Projects
Reports of Officers and Liaisons
Report from Tolland Conservation Corps
Staff Update
Reports of Committees
Approval of Minutes
Old Business – Action/Discussion Items
New Business – Action/Discussion Items
Items for next meeting
Announcements
Executive Session, if any
Adjournment

Regular Meeting 4th Thursday of the month

Call to Order
Seating of Alternate (if applicable)
Public Comments
Additions/Changes/Deletions to Agenda

Old Business – Action/Discussion Items
New Business – Action/Discussion Items

Adjournment

The Chairperson shall instruct the responsible staff member what specific matters are to be placed on the agenda of the next Commission meeting. The responsible staff member shall send to all Commission members a copy of such agenda.

Meetings

Regular meetings are held on the second Thursday and the fourth Thursday of each month.

Personal Conduct at Meetings

It shall be the duty of the Chairperson to preserve order and require procedure in accordance with the rules of the Commission; to recognize and grant the floor to members wishing to speak; to declare all votes, and if any vote be doubted, to again put the questions, and to order a vote by a showing of raised hands, or roll call if he/she so desires, or if demanded by any member.

Members of the Commission shall confine their remarks in debate to the pending question and shall avoid personalities or imputing improper motives to anyone.

Members shall not speak more than once upon any question until other members who desire to speak shall have relinquished the floor.

When recognized by the Chairperson, a member of the public shall stand and give his/her name and address. A member of the public may speak for up to two minutes for the period of public participation. At the will of the Chairperson, members of the public may be allowed to speak at other times during a meeting.

Everyone shall observe the same customarily accepted rules of propriety, decorum and good conduct in their words and actions.

Members of the Commission, as recognized by the Chairperson, may offer points of information to clarify or correct any misstatement of facts made during the meeting.

Public Petitions and Communications

An elector may petition the Commission in writing, if practical, to include a new item on the agenda for the next regular meeting of the Commission, but shall refrain from any discussion of said item except when the Chairperson, supported by a unanimous consensus of the Commission present, shall suspend the rules.

Old and New Business

Requests for new business calling for action or discussion by a Commission member shall be in writing and shall be filed with the responsible Town staff member not later than the seventh day preceding the date of the next regular meeting, provided that this rule shall not prevent a Commission member from verbally introducing at a meeting a matter of new business for the next regularly scheduled meeting.

Any New Business items tabled at one meeting shall be listed under Old Business on the following agenda. Any items not so tabled from one meeting to the next will not automatically be relisted on the next. Original backup materials provided shall not be reduplicated from one meeting to the next.

Items for which action is expected at the meeting shall begin with the words "Approval of ...". Items for which Discussion only is expected at the meeting shall begin with the words "Discussion of ...".

Suspension of Rules of Procedure

Any of the Standing Rules may be suspended by a 2/3 vote of the members present and voting in the affirmative.

References:

Town Charter - C5-5 General Powers and Procedures

Appointive boards, commissions and offices shall have the power and duties conferred or imposed by this Charter, by ordinance or by the General Statutes. Each board or commission shall choose a Chairperson and a Secretary and make rules for the conduct of its meetings and the execution of its duties. Such rules and the minutes of all meetings shall be filed with the Town Clerk for public inspection. Members of appointive boards and commissions shall serve without compensation, except the Town Attorney, Director of Health and such others as the Council may appoint. Necessary expenses incurred in the performance of duties may be paid from an appropriation authorized for that purpose.

Tolland General Code – 7-4 Meetings to be open to public

The meetings of the Conservation Commission shall be open to the public, and it shall comply with the provisions of the Freedom of Information Act.

CGS 7-131 (b) Conservation Commissions

It shall keep records of its meetings and activities and shall make an annual report to the municipality in the manner required of other agencies of the respective municipalities.