

BYLAWS
of the
TOWN OF SALISBURY
CONSERVATION COMMISSION

ARTICLE I

Purpose and Authorization:

The objectives and purposes of the Conservation Commission (hereinafter either the “Commission”) of Salisbury, Connecticut are those set forth in Section 7-131a inclusive of the Connecticut General Statutes (C.G.S.), and those powers and duties delegated to the Commission by:

Town of Salisbury Ordinance No. 30, effective March 9, 1972, as amended by Ordinance #69 – January 20, 1989.

Town of Salisbury Ordinance No. 46, effective March 13, 1981, and

Town of Salisbury Ordinance No. 125, effective September 14, 2020.

Proceedings of the Commission shall be in accordance with pertinent sections of the C.G.S.

ARTICLE II

Office of Agency:

The office of the Commission shall be at the Salisbury Town Hall, 27 Main Street, Salisbury, Connecticut, where all Commission records will be kept. Copies of all official documents, records, maps, etc., will be filed in the Land Use Office or recorded in the Town Clerk’s Office. The mailing address of the Agency is:

Town of Salisbury
Conservation Commission
P. O. Box 548
Salisbury, CT 06068

ARTICLE III

Membership Established by Town of Salisbury Ordinance No. 30, 69, and 125:

Section 1. The First Selectman shall appoint two members of the Commission to serve until the next succeeding biennial election of the Town and three members to serve until the second succeeding biennial election. The First Selectman shall, after each biennial election of the Town, appoint members to serve terms of four years to fill vacancies caused by expired terms of members of the Commission, said members shall be electors of the Town of Salisbury, holding no salaried municipal office. The Board of Selectmen is allowed the appointment of two (2) alternates to the Commission.

Section 2. Resignations from the Commission shall be in writing and delivered to the Town Clerk of Salisbury with a copy transmitted to the Chair, who will then forward same to the Board of Selectmen.

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ARTICLE IV

Officers, Staff, and Their Duties:

Section 1. The officers of the CC shall consist of a Chair and a Vice Chair, and shall have the duties normally conferred by parliamentary usage on such officers. All officers shall serve until their respective successors have been elected and duly qualified. All officers shall be regular members of the Commission.

Section 2. The Chair shall preside at all meetings and hearings of the Commission. The Chair may participate in all discussions of all matters before the Commission and may vote thereon, notwithstanding being the Chair of any meeting or hearing. The Chair shall have authority to appoint committees from all the membership of the Commission, call special meetings, and perform other duties as may be prescribed in these bylaws, or by resolution of the Commission.

Section 3. The Vice Chair shall act for the Chair in the event of the absence, recusal or disqualification of the Chair at any meeting or hearing of the Commission and have the authority to perform all the duties prescribed for that office.

Section 4. The Town shall provide a recording secretary to take minutes and recordings of Commission meetings.

ARTICLE V

Election of Officers:

Section 1. At the first meeting of the calendar year officers shall be elected, and these bylaws reviewed. The recording secretary shall record such proceedings and make them a part of the minutes of the annual meeting.

Section 2. Nominations shall be made by members of the Commission at the annual meeting and election specified in the preceding Article shall follow immediately thereafter.

Section 3. The candidate for Chair and the candidate for Vice Chair receiving a majority vote of the seated members shall be declared elected and shall serve a term of one year, or until a successor shall take office.

Section 4. A vacancy in any officer position shall be filled by members of the Commission at any meeting warned for that purpose who shall vote for a successor following the election procedure set forth in the preceding Sections 2 and 3 of this Article.

ARTICLE VI

Meetings

Section 1. All meetings, including special and emergency meetings shall comply with the Freedom of

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Information Act, C.G.S. Chapter 14, Sec. 1-200. Regular meetings of the Commission shall be held on the first Thursday of each month and will begin at 6:00 p.m. at the Town Hall unless otherwise noticed. During the regular November meeting, a meeting schedule for the ensuing year shall be established. The membership shall be notified of regular and special meetings not less than 24 hours in advance of such meeting. In the event of a conflict with holidays or other events, meetings will be held on the 2nd Thursday. A majority vote may change the date of said meeting. The notice of the meeting shall include the proposed Agenda of the meeting.

Section 2. Three members of the Commission shall constitute a quorum, and the number of votes necessary to transact regular business shall be a majority of those members of the Commission present and voting at the meeting.

Section 3. All Commission meetings shall be open to the public. Executive Sessions may be held upon an affirmative vote of two thirds of the members of the Commission present and voting taken at a public meeting and stating the reasons for the executive session, as defined in the Freedom of Information Act.

Unless an alternate member is appointed by the Chair to sit in the place and stead of a regular member, no alternate member may be part of the deliberation following a public hearing, but may participate in discussion at regular meetings or public hearings whether such alternate member is voting at that meeting or hearing.

Section 4. Seating of alternate member from the panel of alternates. The Chair shall designate an alternate member from the panel of alternates to act in place of a regular member. The Chair shall choose alternates in rotation so that all alternate members shall act as nearly equal a number of times as possible in filling absences. If any alternate member is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting or hearing.

ARTICLE VII

Order of Business at Regular Meetings

Section 1. Unless otherwise determined by the Chair, the order of business at regular meetings shall be:

- a. Call to order, roll call, and seating of alternate members if appropriate
- b. Amend the proposed Agenda if additions, deletions, or other changes are to be made.
- c. Approve the Agenda, which shall also include the following items d. through h.
- d. Approve minutes of previous meeting(s) and public hearings
- e. Public Comments –Note: Public comment is restricted to items that are neither on the agenda nor the subject of any pending Commission business
- f. Receive and schedule action upon items of new business and old business
- g. To conduct such other business that is proper to come before the Commission
- h. Receive communications
- i. Adjourn

Section 2. No other business may be added to the approved Agenda except by two thirds vote of the Commission. No item of the approved Agenda may be dispensed with or deleted except by a majority

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vote of the Commission.

ARTICLE VIII

Conduct of the Public Meeting

Section 1. Unless otherwise determined by the Chair, the order of business at regular meetings shall be:

- a. Three members of the Commission including alternate members seated from the panel of alternates shall constitute a quorum in order to conduct the meeting.
- b. The Chair shall act as presiding officer of the meeting.
- c. If the Chair is unable to preside at the meeting, then the Vice Chair shall act as presiding officer of the meeting.
- d. If neither the Chair nor Vice Chair is able to preside at the meeting, then the membership of the Commission seated shall select one from among its number, who shall act as presiding officer of the meeting.

Section 2. The presiding officer shall conduct an orderly meeting and shall take steps necessary to maintain the order and decorum of the meeting at all times. The presiding officer has the right to postpone and continue the meeting to a future date in the event the meeting becomes unruly and unmanageable in the sole opinion of the presiding officer.

ARTICLE X

Administrative Matters

Section 1. Employees. Within the limits of the funds available for its use, the Commission may employ such staff personnel and/or consultants as it sees fit to aid the Commission in its work. Appointments and engagements shall be made by a majority vote of the membership.

Section 2. Spokesperson. The Chair or a duly appointed Commission member or staff person shall act as public spokesperson for the Commission. Such duties include the preparation of any news releases to be distributed to the communications media. All releases shall reflect the thinking of the majority of the Commission.

Section 3. Media Matters. Admission of the press and communications media to all meetings and hearings of the Commission shall be conducted in conformity with the Freedom of Information Act

Section 4. Attendance. Members and alternates shall notify the Chair or appointed designee of any absence prior to any meeting or hearing.

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ARTICLE XI

Amendments:

a. These bylaws may be amended by a majority vote of the Conservation Commission, only after the proposed change has been introduced, read and discussed at a previous regular meeting of the Commission.

b. If there be any conflict or inconsistency between the term of these bylaws and the laws of the State of Connecticut, then such laws shall control and prevail over the terms of these bylaws.

ADOPTION CLAUSE:

These bylaws have been duly approved and adopted as “Bylaws of the Conservation Commission of the Town of Salisbury” at a meeting called to approve the same on DATE, 2024. These bylaws are a public record described in C.G.S. Sec 7-131a(b) and are filed in the records of the Commission.

These bylaws have been duly amended and adopted by the Commission in the form set forth above at a meeting held for that purpose on DATE, 2024

Signed and dated at Salisbury, Connecticut, this DATEth day of MONTH-2024

Chair Attest:

Secretary