

BYLAWS  
of the  
TOWN OF SALISBURY  
CONSERVATION COMMISSION

1 ARTICLE I

2  
3 Purpose and Authorization:

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

- 8  
9 - Town of Salisbury Ordinance No. 30, effective March 9, 1972, as amended by Ordinance #69 –  
10 January 20, 1989.  
11  
12 - Town of Salisbury Ordinance No. 46, effective March 13, 1981, and  
13  
14 - Town of Salisbury Ordinance No. 125, effective September 14, 2020.  
15

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

17  
18 ARTICLE II

19  
20 Office of Agency:

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

26  
27 Town of Salisbury  
28 Conservation Commission  
29 P. O. Box 548  
30 Salisbury, CT 06068

31  
32 ARTICLE III

33  
34 Membership Established by Town of Salisbury Ordinance No. 30, 69, and 125:

35  
36 Section 1. The First Selectman shall appoint two members of the Commission to serve until the next  
37 succeeding biennial election of the Town and three members to serve until the second succeeding  
38 biennial election. The First Selectman shall, after each biennial election of the Town, appoint members  
39 to serve terms of four years to fill vacancies caused by expired terms of members of the Commission.  
40 Said members shall be electors of the Town of Salisbury, holding no salaried municipal office. The  
41 Board of Selectmen is allowed the appointment of two (2) alternates to the Commission.

42  
43 Section 2. Resignations from the Commission shall be in writing and delivered to the Town Clerk of  
44 Salisbury with a copy transmitted to the Chair, who will then forward same to the Board of Selectmen.  
45  
46

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47 ARTICLE IV

48

49 Officers, Staff, and Their Duties:

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

55

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

61

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

65

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

68

69 ARTICLE V

70

71 Election of Officers:

72

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

76

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

79

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

83

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

87

88 ARTICLE VI

89

90 Meetings

91

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92 Section 1. All meetings, including special and emergency meetings shall comply with the Freedom of  
93 Information Act, C.G.S. Chapter 14, Sec. 1-200.

94  
95 Section 2. Regular meetings of the Commission shall be held on the first Thursday of each month and  
96 will begin at 6:00 p.m. at the Town Hall unless otherwise noticed. During the regular November  
97 meeting, a meeting schedule for the ensuing year shall be established. The membership shall be notified  
98 of regular and special meetings not less than 24 hours in advance of such meeting. In the event of a  
99 conflict with holidays or other events, meetings will be held on the 2<sup>nd</sup> Thursday. A majority vote may  
100 change the date of said meeting. The notice of the meeting shall include the proposed Agenda of the  
101 meeting.

102  
103 Section 3. Three members of the Commission shall constitute a quorum, and the number of votes  
104 necessary to transact regular business shall be a majority of those members of the Commission present  
105 and voting at the meeting.

106  
107 Section 4. All Commission meetings shall be open to the public. Executive Sessions may be held upon  
108 an affirmative vote of two thirds of the members of the Commission present and voting taken at a public  
109 meeting and stating the reasons for the executive session, as defined in the Freedom of Information Act.

110  
111 An alternate member may participate in discussion at regular meetings or public hearings whether or not  
112 such alternate member is voting at that meeting or hearing. Unless an alternate member is appointed by  
113 the Chair to sit in the place and stead of a regular member, no alternate member may be part of the  
114 deliberation following a public hearing.

115  
116 Section 4. Seating of alternate member from the panel of alternates. The Chair shall designate an  
117 alternate member from the panel of alternates to act in place of a regular member. The Chair shall  
118 choose alternates in rotation so that all alternate members shall act as nearly equal a number of times as  
119 possible in filling absences. If any alternate member is not available in accordance with such rotation,  
120 such fact shall be recorded in the minutes of the meeting or hearing.

121  
122 **ARTICLE VII**

123  
124 Order of Business at Regular Meetings

125  
126 Section 1. Unless otherwise determined by the Chair, the order of business at regular meetings shall be:

- 127  
128 a. Call to order, roll call, and seating of alternate members if appropriate  
129 b. Amend the proposed Agenda if additions, deletions, or other changes are to be made.  
130 c. Approve the Agenda, which shall also include the following items d. through h.  
131 d. Approve minutes of previous meeting(s) and public hearings  
132 e. Public Comments –Note: Public comment is restricted to items that are neither on the  
133 agenda nor the subject of any pending Commission business  
134 f. Receive and schedule action upon items of new business and old business  
135 g. To conduct such other business that is proper to come before the Commission  
136 h. Receive communications

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137 i. Adjourn  
138

139 Section 2. No other business may be added to the approved Agenda except by two thirds vote of the  
140 Commission. No item of the approved Agenda may be dispensed with or deleted except by a majority  
141 vote of the Commission.  
142

143 ARTICLE VIII

144  
145 Conduct of the Public Meeting  
146

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

- 148  
149 a. Three members of the Commission including alternate members seated from the panel of  
150 alternates shall constitute a quorum in order to conduct the meeting.  
151  
152 b. The Chair shall act as presiding officer of the meeting.  
153  
154 c. If the Chair is unable to preside at the meeting, then the Vice Chair shall act as presiding  
155 officer of the meeting.  
156  
157 d. If neither the Chair nor Vice Chair is able to preside at the meeting, then the membership of  
158 the Commission seated shall select one from among its number, who shall act as presiding  
159 officer of the meeting.  
160

161 Section 2. The presiding officer shall conduct an orderly meeting and shall take steps necessary to  
162 maintain the order and decorum of the meeting at all times. The presiding officer has the right to  
163 postpone and continue the meeting to a future date in the event the meeting becomes unruly and  
164 unmanageable in the sole opinion of the presiding officer.  
165

166 ARTICLE X

167  
168 Administrative Matters  
169

170 Section 1. Employees. Within the limits of the funds available for its use, the Commission may employ  
171 such staff personnel and/or consultants as it sees fit to aid the Commission in its work. Appointments  
172 and engagements shall be made by a majority vote of the membership.  
173

174 Section 2. Spokesperson. The Chair or a duly appointed Commission member or staff person shall act as  
175 public spokesperson for the Commission. Such duties include the preparation of any news releases to be  
176 distributed to the communications media. All releases shall reflect the thinking of the majority of the  
177 Commission.  
178

179 Section 3. Media Matters. Admission of the press and communications media to all meetings and  
180 hearings of the Commission shall be conducted in conformity with the Freedom of Information Act.  
181

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

184 ARTICLE XI

185

186 Amendments:

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

189

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

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193 \*\*\*\*\*

194

ADOPTION CLAUSE:

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196 These bylaws have been duly approved and adopted in the form set forth above by the Commission as  
197 “Bylaws of the Town of Salisbury Conservation Commission” at a meeting called to approve the same  
198 on February 13, 2024.

199

200 These bylaws are a public record described in C.G.S. Sec 7-131a(b) and are filed in the records of the  
201 Commission.

202

203 Signed and dated at Salisbury, Connecticut.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice Chair

\_\_\_\_\_  
Date

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205 \*\*\*\*\*