

BY-LAWS OF THE TOWN OF CHESHIRE

INLAND WETLANDS COMMISSION

The following By-Laws are adopted by the Cheshire Inland Wetlands Commission, hereafter referred to as the Commission, to facilitate the performance of its duties and the exercising of its powers pursuant to the appropriate chapters of the Connecticut General Statutes, as amended.

1.0 Officers

1.1 Selection. At the first meeting of each year the Commission shall select from its membership a Chairperson, Vice-Chairperson and Secretary.

1.2 Tenure. The Chairperson, Vice-Chairperson and Secretary shall take office immediately following their selection and shall hold office for a term of one year or until their successors are selected and assume office.

1.3 Vacancies. In the event of a vacancy in any of the above offices, the Commission shall appoint one of its members for the unexpired portion of the term.

2.0 Duties of Officers

2.1 Chairperson. The Chairperson shall preside at all meetings and hearings, appoint committees, and perform such other duties as may be ordered by the Commission; and the Chairperson, or the Secretary, shall certify all maps, plans, records and reports of the Commission. The Chairperson shall have the privilege of participating in the discussion of all matters before the Commission and to vote thereon.

The Chairperson shall be empowered to participate in all committees, exercise regular voting privileges, and be counted as a member of all committees for purposes of its required quorum.

2.2 Vice-Chairperson. The Vice-Chairperson shall act in the capacity of the Chairperson in the event of the Chairperson's absence.

2.3 Secretary. The Secretary shall keep a written record of all business transacted by the Commission, serve notification to all members of all meetings, keep on file all official records of the Commission, serve notice of all public hearings; and, either the Secretary or the Chairperson shall certify all maps, plans, records and reports of the Commission and perform such other duties as the Commission may direct.

All applications, communications, petitions or reports addressed to the Commission shall be addressed to the Secretary.

In the absence of the Secretary, the Chairperson shall appoint a Commission member to act in the Secretary's capacity.

3.0 Meetings

3.1 Regular meetings. Regular meetings of the Commission shall be held on the third Wednesday of each month at 7:30 p.m. in the Town Hall.

When the regular meetings fall on a holiday, the meeting shall be held the following day.

Prior to each regular meeting a tentative agenda for

the meeting will be sent to each Commission member
from the Staff.

- 3.2 Special Meetings. Special meetings may be called by the Chairperson at any time, or may be called at the written request of four members of the Commission. Notice of special meetings shall be filed with the Town Clerk at least twenty-four hours prior to such meeting, and shall state the purpose, place and time of such meeting. All Commission members shall be notified.
- 3.3 Public Meetings. All meetings of the Commission shall be open to the public; however, the Commission reserves the right to hold closed executive sessions where necessary.
- 3.4 Quorum. Four members of the Commission shall constitute a quorum for the transaction of all business. All actions affecting land use and regulations will require an affirmative vote of two-thirds of those present and voting, but in no event, less than four votes. All votes shall be taken in public session.
- 3.5 Absences. Whenever a Commission member is absent from six consecutive meetings or whenever a Commission member is absent from eight meetings in any one calendar year, he will be asked to resign at the discretion of the Commission.
- 3.6 Rules of Order. Roberts Revised Rules of Order shall be used for the conduct of any meeting.
- 3.7 Order of Business. The order of business for a regular or special meeting shall be:

- (a) Call to order
- (b) Roll call
- (c) Determination of a Quorum
- (d) Approval of Minutes of preceding meeting
- (e) Communications
- (f) Old Business
- (g) New Business
- (h) Scheduling of items for Public Hearing and field trips
- (i) Adjournment

4.0 Public Hearings. All Public Hearings shall be recorded on tape.

4.1 Scheduling. All Public Hearings shall be held separately or prior to a regularly scheduled or special

meeting of the Commission. The time and place of such hearings may be established by the Chairperson at any time following a determination that a sufficient number of members will be in attendance, and held in accordance with the Connecticut General Statutes. In addition to those required by law, the Commission, may, at its discretion, hold public hearings on other matters when it decides that such hearings will be in the public interest.

5.0 Committees.

5.1 Standing Committees. Any committees as are necessary shall be appointed by the Chairperson.

6.0 Amendments, Suspensions

6.1 Amendments. These By-Laws may be amended at any regular or special meeting by at least four (4) affirmative votes of the members present.

~~6.2~~ Suspension ~~The Commission may temporarily suspend~~

any of these By-Laws by a unanimous vote with the proviso that a quorum is present.