

Killingly Conservation Commission

Rules of Procedure

- Section 1. Title – This organization shall be known as the “Killingly Conservation Commission”, hereinafter referred to as the “Commission.”
- Section 2. Purpose – To promote the development, conservation, supervision, and regulation of natural resources, including water resources, within the Town of Killingly and other such purposes as set forth by Connecticut State Statutes.
- Section 3. Duties – The Commission shall:
1. Keep an index of all open areas, publicly and privately owned, including open marshlands, swamps, and other wetlands, for the purpose of obtaining information on the proper use of such areas.
 2. Conduct researches into the utilization and possible utilization of land areas of Killingly.
 3. Keep records of its meetings and activities and make an annual report to the municipality.
- The Commission may:
1. From time to time recommend to the Killingly Planning & Zoning Commission, Killingly Inland Wetlands & Watercourses Commission, the Killingly Board of Recreation, Open Space Land Acquisition Committee, and the Killingly Town Council plans and programs for the development and use of open areas, publicly and privately owned.
 2. Coordinate the activities of unofficial bodies organized for similar purposes.
 3. Advertise, prepare, and distribute books, maps, charts, plans and pamphlets as necessary for its purposes.
- Section 4. Organization of the Commission – The commission shall be organized in accordance with the enabling ordinance of the Town of Killingly entitled “Ordinance Establishing a Conservation Commission in the Town of Killingly” adopted February 13, 1990.
- 4.1. Membership – The Commission shall consist of five (5) regular members and two (2) alternate members, all of whom shall be electors of the Town of Killingly holding no salaried Town office.
 - 4.2. Compensation – All members shall serve without compensation, but shall be reimbursed for necessary expenses incurred in the performance of official duties.

- 4.3. Terms of Office; Vacancies – the members are to be appointed by the Town Manager with the advice and consent of the Town Council for five (5) year terms. The initial terms of appointment shall be fixed so that the terms of one-fifth of the members shall expire each year. Alternate members shall be appointed for three (3) year terms. Any vacancy shall be filled for the unexpired portion of the term by appointment of the Town Manager with the advice and consent of the Town Council.
- 4.4. Resignation – Resignation from the Commission shall be in writing and transmitted to the Town manager, who will forward a copy to the Town Council and the Commission Chair.
- 4.5. Removal of Members – A member of the Commission may be removed for cause by the Town Manager with the advice and consent of the Town Council. If the member requests a public hearing, that member shall be removed only after a public hearing is held. The public hearing will give the member and opportunity to be heard in person or by counsel before the Town Manager. At least ten (10) days prior to the public hearing, the member shall have been given a copy of the charges against him/her. In the event of removal, a record of the proceedings, together with the charges and findings thereon, shall be filed in the Office of the Town Clerk.
- 4.6. Officers and Their Duties
- 4.6.1 Chair – The Chair shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers except that the Chair as the right to vote on and discuss all matters before the Commission.
- 4.6.2 Vice Chair – The Vice Chair shall act for the Chair in his/her absence and shall have the authority to perform duties prescribed for that office.
- 4.6.3 Secretary - The duties of the Secretary shall be to perform all duties as required by the Commission, which shall include:
- The keeping of minutes and records of the Commission.
 - Provide notice of all meetings to all Commission members
 - Arrange proper and legal advertisements of public hearings and/or meetings
 - Attend to the correspondence of the Commission
 - Act as Chair in the absence of both the Chair and Vice Chair

- Perform other duties as are normally carried out by the Secretary

With the consent of the Secretary, such duties may routinely be performed by Town Staff assigned to the Commission.

4.7. Election of Officers

- 4.7.1 An annual organizational meeting shall be held on the first regular meeting in January, at which time officers will be elected.
- 4.7.2 Nominations shall be made from the regular Commission members at the annual organizational meeting and elections of the Chair, Vice Chair, and Secretary shall follow immediately thereafter.
- 4.7.3 A candidate receiving a majority vote from the regular membership of the Commission shall be declared elected and shall serve until the next annual organizational meeting or until his/her successor shall take office.
- 4.7.4 Vacancies in the offices of the Commission shall be filled by nominations from the regular membership of the Commission at the regular or special meeting following the vacancy. The candidate elected to the vacant office shall serve the remainder of the term for the vacant office or until his/her successor shall take office.

Section 5. Meetings – All meetings of the Killingly Conservation Commission shall be scheduled and conducted in accordance with Chapter 3 – Public Records and Meetings, of the Connecticut General Statutes.

5.1 Regular Meetings – The regular meetings of the Commission shall be held each month at 7:00 PM in the Killingly Town Hall, dates will be set at the annual organizational meeting.

5.2 Special Meetings

- 5.2.1 The Chair or Vice Chair, upon written orders from the Chair or Vice Chair, or at least three (3) members of the Commission, shall be empowered to call Special Meetings, and shall give notice of time and place of Special Meetings and reasons therefore. Such written notice shall be delivered to the usual place of abode of each Commissioner so that the same is received prior to such Special Meeting.
- 5.2.2 No business shall be considered at any Special Meeting, the notice of which has not been included in the call of such meeting.

5.3 Emergency Meetings

5.3.1 In case of emergency, as defined below the Chair or Vice Chair shall be empowered to call a Special Meeting by having the members of the Commission notified by telephone or messenger.

5.3.2 An emergency shall be a condition requiring immediate attention.

5.4 Quorum – The presence of three (3) members of the Commission shall constitute a quorum to conduct business and no action shall become valid unless authorized by a vote of the majority of the membership present and voting.

5.5 Executive Sessions – The Commission may hold an executive session as defined in subsection (e) of Section 1-18a, upon an affirmative vote of 2/3 of the members of the Commission present and voting, taken at a public meeting, and stating the reasons for such executive session, as defined in said section:

- Personnel matters
- Strategy and negotiations with respect to pending litigation or claims
- Selection of a site or the lease, sale, or purchase of real estate until transactions are completed or abandoned
- Public records exempt from disclosure according to the provisions of the Freedom of Information Act.

5.6 Public Hearings

5.6.1 Public hearings shall be held at the next regularly scheduled meeting at the discretion of the Commission when significant concerns or issues arise relating to the duties of the Commission.

5.6.2 Notice of the time and place of such hearing shall be in accordance with Connecticut General Statutes requirements for land use boards and commissions as summarized in Section 8-6; Notice shall be published in a newspaper having a substantial circulation in such municipality at least twice at intervals of not less than two days, the first not more than fifteen days, nor less than ten days, and the last not less than two days before such hearing.

5.7 Time of Adjournment – The time of adjournment for meetings of the Commission shall be no later than 11:00 PM unless this rule be waived by a simple majority of the quorum.

Section 6. Amendments to Rules of Procedure – Amendments to these Rules of Procedure shall be submitted, in writing, at any meeting of the Commission and may be adopted by the affirmative vote of not less than four (4) members at the next subsequent regular meeting of the Commission.

Section 7. Severability and Validity – Each and every separate part of the rules of procedure adopted by this Commission is hereby declared to be severable from each and every other part, to the end that, if any should be declared invalid for any reason whatsoever, such decision shall not affect any other part of these rules and procedures, which shall remain in full force and effect. This paragraph is intended to apply to the present rules of procedure and to all such additional rules of procedure and amendments as this Commission may adopt from time to time in the future.

Section 8. Parliamentary and Charter Authority – The last published edition of Robert's Rules of Order shall be the parliamentary authority in the Commission except as otherwise provided in these rules; except that should any of these rules be inconsistent with the provisions of the Connecticut State Statutes.

Section 9. Effective Date – These rules of procedure are effective as of June 21, 2017.