

Adopted: August 26, 2010
Effective Date: 12:00 AM, September 1, 2010
Amended: March 28, 2013
Amended: May 25, 2017
Approved: September 28, 2017

BY-LAWS OF THE **KILLINGLY OPEN SPACE LAND ACQUISITION COMMITTEE**

Article I

Purpose and Authorization

The objectives and purposes of the Open Space Land Acquisition Committee (Committee) of the Town of Killingly are those as set forth by ordinance in Chapter 2 Article XI, Sections 2-170 - 2-173 of the Killingly Code of Ordinances and those powers and duties delegated to the Killingly Open Space Land Acquisition Committee by the aforementioned ordinance, including recommendations, and other tasks relating to the use and administration of the Open Space Land Acquisition Fund which was established pursuant to the authority of Connecticut General Statute § 7-131r, 1958 Revision, as amended.

Article II

Name

The Committee shall be known as the Killingly Open Space Land Acquisition Committee.

Article III

Office of the Committee

The office of the Committee shall be the Planning and Development office at the Killingly Town Hall, 172 Main Street, Danielson where all Committee records will be kept. Copies of all official documents, records, maps, Committee minutes, agendas and legal notices, etc. will be filed or recorded in the office of the Town Clerk as required by Connecticut General Statutes.

Article IV

Membership

Section 1. The membership and terms of office shall be as specified in the aforementioned ordinance.

Section 2. The number of regular members shall be seven (7). All regular members, including officers, shall be entitled to vote.

Section 3. Vacancies on the Open Space Land Acquisition Committee shall be filled as per the Town Code of Ordinances and Killingly Town Charter.

Section 4. Each member shall notify the designated Town staff of his or her inability to attend a regular or special meeting.

Section 5. Resignations from the Committee shall be in written form and submitted to the designated Town staff, who will forward notice of such resignation to the Town Manager, Town Clerk, and the Committee members.

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Section 6. Removal from the Committee shall be in accordance with reasons and procedures as set forth in Section 811 of the Killingly Town Charter.

Article V

Officers and Their Duties

Section 1. The officers of the Committee shall consist of a Chair, a Vice-Chair and a Secretary.

Section 2. The duties of the Chair shall be as follows:

- to preside at all meetings of the Committee;
- to call special and emergency meetings of the Committee;
- to sign documents of the Committee;
- to appoint a Vice-Chair Pro Tem in the absence of the Vice-Chair;
- to appoint a Secretary Pro Tem in the absence of the Secretary;
- to act as one of the Committee members having the privilege of discussing all matters before the Committee and of voting thereon.

Section 3. The duties of the Vice-Chair shall be as follows:

- shall act for the Chair due to absence, disability or disqualification of the Chair;
- when acting as Chair, shall appoint a Vice-Chair Pro Tem;
- shall sign official documents of the Committee
- to act as one of the Committee members having the privilege of discussing all matters before the Committee and of voting thereon.

Section 4. The duties of the Secretary shall be as follows:

- shall act for the Chair due to absence, disability or disqualification of both the Chair and Vice-Chair
- when acting as Chair, shall appoint a Vice-Chair Pro Tem and Secretary Pro Tem.
- shall sign official documents of the Committee.
- to act as one of the Committee members having the privilege of discussing all matters before the Committee and of voting thereon

Section 5. In the absence of all officers, the Committee members who are present shall elect a Chair Pro Tem and Vice-Chair Pro Tem.

Article VI

Administrative Staff

Section 1. A Recording Clerk shall be appointed to keep the minutes of the Committee and shall file those minutes in the Committee's Office

Section 2. In the absence of the Recording Clerk, due to illness or personal reasons, the Chair, shall appoint a Recording Clerk pro tem.

Section 3. The Director of Planning and Development (or his/her designee in his/her absence) (amend. 3/28/13) shall serve as staff to the Committee and shall oversee preparation of the agenda of regular and special meetings under the direction of the Chair, prepare meeting information, provide notice of all meetings to Committee members, arrange proper and legal notice of other

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notice requirements, attend to general correspondence of the Committee and other administrative actions necessary to assist the Committee in the exercise of its power, duties, and functions as prescribed by the Connecticut General Statutes and the Town Code of Ordinances.

Article VII

Annual Meeting

Section 1. An Annual Organizational Meeting of the Open Space Land Acquisition Committee shall be held on the evening of the regular meeting in May (amend.05/25/17) of each year or the next subsequent meeting date if a regular meeting is not held in May (amend. 05/25/17). At each Annual Organizational Meeting, the Committee shall elect officers for a one (1) year term, review by-laws and attend to other organizational business as the Chair deems appropriate.

Section 2. A quorum must be present before the election of officers can take place. Elections of officers shall occur as follows: Nominations shall be made from the floor, beginning with nominations for Chair, and elections shall follow immediately upon the close of nominations for each office. A candidate for each office receiving a majority vote of those present shall be declared elected for one year.

Section 3. Should any vacancy occur among the officers of the Open Space Land Acquisition Committee, the vacant office shall be filled by a special election to be held at a regular meeting, following the same procedure as outlined above. Such officer shall serve the unexpired term of office in which the vacancy has occurred.

Article VIII

Regular Meetings

Section 1. The Regular meeting day, time and location of the Open Space Land Acquisition Committee shall be the fourth Thursday of the month on an as-needed basis at 6:30 PM (amend. 3/28/13) in Room 102, Killingly Town Hall, 172 Main Street, Danielson, unless otherwise designated in the yearly filing of meetings with the Town Clerk under Connecticut General Statutes Section 1-225(b) or as posted for another location. Meetings shall be no more than two (2) hours in length, unless extended by majority vote of the Committee.

Section 2. At such meetings, the Committee shall consider all matters properly brought before the Committee. Items may be added to the agenda by a two-thirds (2/3) majority vote of the Committee members present and voting.

Section 3. A regular meeting may be canceled by the Committee at a prior meeting or by the Staff to the Committee, after consultation with the Chair.

Section 4. Committee meetings shall be open to the public when in session. Citizens' Comments shall be heard by the Committee at any regular meeting. A citizen's statement may be presented orally or in writing. All presentations by citizens under this Section shall be limited to an aggregate of twenty-one (21) minutes for each meeting, and each citizen's presentation shall not exceed three (3) minutes unless otherwise indicated by a majority vote of the Committee. These time limits shall be shown on the agenda and shall be announced by the Chair at each meeting. Each citizen recognized shall state his/her name and address (amend. 3/28/13). The Committee may,

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by a majority of those present and voting, enter into executive session in accordance with Connecticut General Statutes.

Article IX

Special Meetings

Section 1. Special meetings of the Open Space Land Acquisition Committee shall be held at a time and place designated by the Chair and in accordance with the Connecticut General Statutes. The notice shall specify the time and place of the special meeting and the business to be transacted. No business other than that listed on the agenda shall be discussed.

Section 2. In addition, such written notice shall be delivered to the usual place of abode of each member of the Committee so that the same is received prior to such special meeting. Emailed notices with "delivery receipt" and "request for read receipt" shall be considered acceptable "written notice" for this section. The requirement of delivery of such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the Committee a written waiver of delivery of such notice. Such waiver may be given by telegram. The requirement of delivery of such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

Article X

Emergency Meetings

Emergency meetings of the Open Space Land Acquisition Committee shall be held at a time and place designated by the Chair and in accordance with the Connecticut General Statutes.

Article XI

Quorum

At any meeting of the Committee, a quorum shall consist of four (4) members of the Committee. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date until a quorum is obtained.

Article XII

Disqualification

Section 1. No member of the Open Space Land Acquisition Committee shall appear for or represent any person, firm or corporation or other entity in any matter pending before the Committee. A member of the Committee shall disqualify himself or herself from participating in the decision of the Committee upon any matter in which he or she is directly or indirectly interested in a personal or financial sense. In the event of such disqualification, such fact shall be entered on the records of the Committee and the member shall leave the room.

Section 2. No member shall be deprived of the opportunity to comment on a matter which directly impacts the member's property provided the member shall disqualify themselves from any participation as a Committee member.

Article XIII

Voting

Section 1. At all meetings of the Committee, each member attending shall be entitled to cast one vote. Committee officers shall be entitled to debate and vote on all matters before the Committee. Voting shall be by voice and show of hands. At the discretion of the Chair or upon request by a Committee member the vote shall be by roll call. When the vote is by roll call, the voting members of the Committee shall be called to vote in rotation with the exception of the Chair, who shall vote last.

Section 2. An affirmative vote of the majority of the members present shall be necessary for the adoption of any resolution or other voting matter except as required otherwise by Connecticut State Statutes.

Section 3 The Committee must ensure it takes action on all voting matters before it. In the event of a tie vote, no action has been taken.

Article XIV

Order of Business

Section 1. Unless otherwise determined by the Chair, the order of business shall be as follows:

- I. Call to Order/Roll Call
- II. Agenda Addendum
- III. Citizen Participation - limited to three (3) minutes per speaker for an accumulated time of no more than twenty-one (21) minutes (unless extended by a majority vote of the Committee)
- IV. Adoption of Minutes
- V. Old Business
- VI. New Business
- VII. Other Discussion Items
- VIII. Council Liaison Report (amend. 3/28/13)
- IX. Next Meeting
- X. Adjournment

Section 2. Each formal action of the Open Space Land Acquisition Committee required by law, charter, rule or regulation shall be embodied in a formal motion duly entered in full upon the Minutes Book after an affirmative vote.

Article XV

Rules of Procedure

All meetings of the Open Space Land Acquisition Committee shall be held and conducted in accordance with the procedures contained herein, and in accordance with the Connecticut Freedom of Information Act as amended and other relevant Connecticut General Statutes. Roberts Rules of Order or a widely recognized and accepted text based on Roberts Rules of Order shall govern the proceedings at the meetings of this Committee.

Article XVI

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Suspending the Rules

Any of these rules may be suspended by a majority vote of the Committee members present, provided that such action is not inconsistent with any provision(s) of State Statutes or the Killingly Town Charter.

Article XVII

Amending the By-Laws

These By-Laws and all future amendments shall be adopted only with the approval of at least four (4) members of the Committee provided that written notice of said proposed amendment(s) is given to all members of the Committee at least seven (7) days prior to the said meeting of vote thereon.