

Originally Adopted: March 13, 2013
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BY-LAWS OF THE
KILLINGLY AGRICULTURE COMMISSION

Article I

Purpose and Authorization

The objectives and purposes of the Agriculture Commission (Commission) of the Town of Killingly are those as set forth by ordinance in Chapter 2 Article VII.1, Sections 2-131 - 2-134 and Section 2-135-140 Reserved of the Killingly Code of Ordinances and those powers and duties delegated to the Killingly Agriculture Commission by the aforementioned ordinance.

Article II

Name

The Commission shall be known as the Killingly Agriculture Commission.

Article III

Office of the Commission

The office of the Commission shall be the Planning and Development office at the Killingly Town Hall, 172 Main Street, Danielson where all Commission records will be kept. Copies of all official documents, records, maps, Commission 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 five (5). There shall be three (3) alternate members. All regular members or their seated alternates, including officers, shall be entitled to vote.

Section 3. In the event of the absence or a disqualification of a regular member of the Commission, the Chair shall appoint an alternate member to act in place thereof. Alternates shall generally be chosen on a rotational basis, so that all serve as equal a number of times as possible. The minutes shall record when each alternate sits. When so appointed, the alternate member shall have all the duties and privileges of a regular member.

Section 4. Vacancies on the Agriculture Commission shall be filled as per the Town Code of Ordinances and Killingly Town Charter.

Section 5. Each member shall notify the designated Town staff of his or her inability to attend a regular or special meeting.

Section 6. Resignations from the Commission 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 Commission members.

Section 7. Removal from the Commission 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 Commission 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 and hearings of the Commission;
- to call special and emergency meetings of the Commission;
- to sign documents of the Commission;
- 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 Commission members having the privilege of discussing all matters before the Commission 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 Commission
- to act as one of the Commission members having the privilege of discussing all matters before the Commission 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 Commission.
- to act as one of the Commission members having the privilege of discussing all matters before the Commission and of voting thereon

Section 5. In the absence of all officers, the Commission 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 Commission and shall file those minutes in the Commission'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 or her designee in his/her absence) shall serve as staff to the Commission 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 Commission members, arrange proper and legal notice of hearings and other notice requirements, attend to general correspondence of the Commission and other administrative actions necessary to assist the Commission 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 Agriculture Commission shall be held on the evening of the regular meeting in January of each year or the next subsequent meeting date if a regular meeting is not held in January. At each Annual Organizational Meeting, the Commission 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 Agriculture Commission, 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 Agriculture Commission shall be the second Wednesday of the month at 7:00 PM 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. Should the said second Wednesday be a state or federal holiday, the Commission will meet on the following evening, Thursday. Meetings shall be no more than two (2) hours in length, unless extended by majority vote of the Commission.

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

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

Section 4. Commission meetings shall be open to the public when in session. The Commission may, by a two-thirds (2/3) 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 Agriculture Commission 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 Commission 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 Commission 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 Agriculture Commission 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 Commission, a quorum shall consist of three (3) members of the Commission. 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 Agriculture Commission shall appear for or represent any person, firm or corporation or other entity in any matter pending before the Commission. A member of the Commission shall disqualify himself or herself from participating in the hearing or decision of the Commission 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 Commission 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 Commission member.

Article XIII

Voting

Section 1. At all meetings of the Commission, each regular member attending (or his or her seated alternate), shall be entitled to cast one vote. Commission officers shall be entitled to debate and vote on all matters before the Commission. Voting shall be by voice and show of hands. At the discretion of the Chair or upon request by a Commission member, the vote shall be by roll call. When the vote is by roll call, the voting members of the Commission 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 Commission 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. Public Hearings (as called)
- IV. Citizen Participation [limited to five (5) minutes per speaker for an accumulated time of no more than 30 minutes (unless extended by a majority vote of the Commission)]
- V. Adoption of Minutes
- VI. Old Business
- VII. New Business
- VIII. Other Discussion Items
- IX. Next Meeting
- X. Adjournment

Section 2. Each formal action of the Agriculture Commission 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 Agriculture Commission 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 Commission.

Article XVI

Conducting the Public Hearing

Section 1. Public hearings may be called by the Commission. The Chair of the Commission shall preside at the public hearing.

Section 2. The Chair shall call for the public hearing by reading the agenda item.

Section 3. The Chair shall describe the method of conducting the hearing. It shall be made clear that all questions and comments must be directed through the Chair only after being properly recognized by the Chair. All persons recognized shall approach the Commission in order to facilitate proper recording of comments, and shall give his/her name and address prior to commenting. The hearing shall be conducted only for the purpose of taking testimony, which shall be later considered by the Commission during the deliberations portion of the meeting of the

Commission. The Commission may neither deliberate nor take a substantive vote during the hearing.

Section 4. Unless otherwise determined by the Chair, the Chair shall direct the following order of comments:

- presentation of the subject of the public hearing
- public comments in support of the subject
- public comments opposed to the subject
- questions by the Commission
- response by the presenter or appropriate party
- second round of public comments at the discretion of the Chair
- comments and questions to and by staff
- final questions by the Commission
- final response by the presenter
- closure or continuance of the hearing

Section 6. The Chair or presiding officer shall assure an orderly hearing and shall take necessary steps to maintain the order and decorum of the hearing at all times. The Chair or presiding officer shall reserve the right to terminate the hearing in the event the discussion becomes unruly and unmanageable.

Section 7. Proceedings of the public hearing shall be incorporated into the Minutes Book of the Commission to be a permanent part of the record.

Article XVII

Suspending the Rules

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

Article XVIII

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 Commission provided that written notice of said proposed amendment(s) is given to all members of the Commission at least seven (7) days prior to the said meeting of vote thereon.