

**Rules of Procedure**

**Inland Wetlands and Watercourses Commission**

**Town of Killingly**

**Adopted on May 15, 1974**

**Amended March 1, 1982**

**Article 1. Meetings**

Section 1. Regular Meetings

- a. The Regular Meeting of the Commission shall be held on the first Monday of each month at 7:30PM in the Killingly Town Hall or other such time and place as the Commission may designate by a majority vote at its preceding meeting.

Section 2. Special Meetings

- a. The Chairman or Vice Chairman, upon written orders from the Chairman or Vice Chairman, or at least three (3) members of the Commission, shall be empowered to call Special Meetings, and shall give notice of the time and place of Special Meetings and reasons therefore by certified mail or by personal delivery to the normal places of residence of all Commission members, Town Manager, Town Attorney, and the Town Council Liaison at least forty-eight hours before the time of such meeting.
- b. No business shall be considered at any special meeting, notice of which has not been included in the call of such meeting.
- c. A newspaper or newspapers having general circulation in the Town shall be advised of such meetings at least twenty-four hours prior to the time of said meeting.
- d. The Secretary shall certify upon the original copy of the notice filed with the records of the Commission, by whom the Meeting was called, the manner in which notice was given to the members of the Commission and for what time and place.

Section 3. Emergency Meetings

- a. In case of emergency, as defined below, the Chairman or Vice Chairman shall be empowered to call a special meeting by having the members of the Commission notified by telephone or by messenger.
- b. An Emergency shall be a condition requiring immediate attention.

Section 4. General

- a. All meetings of the Commission for the transaction of business shall be open to the public unless by an affirmative vote of two-thirds (2/3) of the members present the Commission shall vote that any particular session shall be an executive session. (Gen Stat. Sec. 1-21)

- b. No one may speak to the record of the Commission's minutes except Commission members, the Town Manager, the Town Attorney, and the Town of Killingly Council Liaison Members, except by permission of the majority of the Commission members.
- c. All roll call voting shall be by voice, with the order of voting alphabetically rotating with the Commission member's last name, except that the Chairman shall have the last vote.
- d. The Chairman or in the Chairman's absence, the Vice Chairman may cancel a Regular or Special Meeting by notifying the Town Manager or Town Engineer prior to the scheduled time of the Meeting. Otherwise, lack of a quorum shall constitute cancellation of a Meeting.

#### Section 5. Quorum

- a. The presence of four (4) Commission members shall constitute a quorum and a simple majority vote of the quorum is required to act. No regulation shall be adopted by the Commission by less than four (4) affirmative votes.

### **Article II. The Chairman, Vice Chairman, and Secretary**

#### Section 1. Method of Selection of Officers

- a. The members of the Commission shall at its December meeting proceed to choose one from its members as Chairman to serve for the ensuing one (1) year or until such time as his successor is duly chosen.
- b. The members of the Commission shall at its December meeting proceed to choose one from its members as Vice Chairman to serve for the ensuing one (1) year or until such time as his successor is duly chosen.
- c. The members of the Commission shall at its December meeting proceed to choose one from its members as Secretary to serve for the ensuing one (1) year or until such time as his successor is duly chosen.
- d. In the event both the Chairman and Vice Chairman are absent or unable to perform their duties, such duties shall be performed during the period of such absence or disability by a member chosen by the Commission.

#### Section 2. Duties of the Officers

- a. The Chairman shall preside over all meetings of the Commission and perform such other duties consistent with his office as may be imposed by the Commission.
- b. The Chairman shall not be deprived of his vote on any question.
- c. The Vice Chairman Shall perform all of the duties of the Chairman during the Chairman's absence or disability.
- d. The duties of the Secretary shall be to perform all duties as required by the Commission which shall include the taking, recording, and mailing of the minutes of each meeting to the

Commission members, the Town Manager, Town Attorney, and the Town Council Liaison; all correspondence, notification of regular and special meetings, and the keeping of Commission files at the Town Hall.

**Article III. The Order of Procedure**

Section 1.

- a. The Order of Procedure of all regular meetings of the Commission shall be as follows, unless the Commission by unanimous vote of the members present shall suspend the rules.
  - 1. Call the meeting to order
  - 2. Roll Call
  - 3. Adoption of minutes of previous meeting
  - 4. Correspondence, communications, and petitions to the Commission
  - 5. Citizens' statements and petitions
  - 6. Reports to the Commission by committees
  - 7. Unfinished Business – stating, when possible, items to be considered
  - 8. New Business – stating, when possible, items to be considered
  - 9. Adjournment

**Article IV. Agenda**

Section 1. Preparation

The Chairman, Vice Chairman, or Secretary of the Commission shall be responsible for preparing the agenda.

**Article V. Time 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.

**Article VI. 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 State Statutes.

**Article VII. Suspension or Amendment of Rules**

Section 1. Suspension of Rules

Any of these rules may be suspended by an affirmative vote of four (4) Commission members present, provided that such action is not inconsistent with any provisions of State Statutes.

Section 2. Amendment of Rules

Any amendment to these rules 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.

**Article IX. Records**

Section 1.

Minutes and annual reports of the Commission meetings shall be on file and maintained at the Town Hall.

Section 2.

The secretary shall be responsible for filing pertinent data within fifteen (15) days of adoption.