TOWN OF CORNWALL
CONSERVATION COMMISSION

BYLAWS

ARTICLE 1. NAME

The Commission shall be known as the Cornwall Conservation Commission, and hereinafter referred to as the Commission.

ARTICLE 2. PURPOSE AND AUTHORIZATION

The objectives and purpose of the Conservation Commission are "for the development, conservation, supervision and regulation of natural resources, including water resources, for, and within the territorial limits of the Town of Cornwall" and other activities as set forth in Section 7-131a of the General Statutes of Connecticut, as amended, and by an Ordinance providing for The Establishment of a Conservation Commission…for the Town of Cornwall, Connecticut, effective April 22, 1973.

ARTICLE 3. OFFICE OF THE COMMISSION

The office of the Commission shall be at Town Hall (24 Pine Street Cornwall, CT), where all Commission records will be kept. Copies of all official documents, maps and records will be filed or recorded in the office of the Town Clerk.

ARTICLE 4. MEMBERSHIP

The Commission shall consist of six (6) members, appointed by the Chief Executive Officer of the Town of Cornwall. Terms (3 years, staggered) and the filling of vacancies for the Commission are prescribed in the Ordinance creating the Commission.

ARTICLE 4. OFFICERS AND THEIR DUTIES

Section 1. The officers of the Commission shall consist of a Chairperson, Secretary, and a Treasurer.

Section 2. The Chairperson shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers. The Chairperson shall have the privilege of discussing all matters before the Commission and voting thereon. The Chairperson shall have the authority to appoint committees, approve expenditures of funds up to $50.00 without prior approval of the Commission, call special meetings, be responsible for preparing the agenda for regular and special meetings, and generally perform other duties as may be prescribed in these bylaws.

Section 3. The Secretary shall keep the minutes and records of the Commission and attend to the correspondence of the Commission.

Section 4. The Treasurer will maintain a record of all expenditures and income of the Commission, assist in the preparation of the Commission's yearly budget, and report to the Commission at its monthly meeting.

ARTICLE 5. ELECTION OF OFFICERS

Section 1. An annual organizational meeting will be held during a May special meeting, at which time officers will be elected (to take office July 1st) and bylaws reviewed. A majority of members must be present before election of officers can take place.

Section 2. A candidate receiving a majority vote of the members of the Commission shall be declared elected and shall serve for one year or until his/her successor shall take office.

Section 3. Vacancies in offices shall be filled by election of the members of the Commission at any meeting warned for that purpose.

ARTICLE 6. MEETINGS

Section 1. Regular meetings will be held on the third Thursday of each month at 10:30 a.m. at the location as noticed, or on such other schedule as a majority of the members of the Commission may designate. Notice of any special meeting shall be given, but not less than 24 hours prior to the time of such meeting. Special meeting notices shall specify the time and place of said meeting and the business to be transacted. No other business shall be considered at such meetings.

Section 2. The presence of three voting members of the Commission shall constitute a quorum and the number of votes necessary to transact business shall be a majority of voting members present.

Section 3. The Commission may authorize and charge any one or more of its subcommittees to prepare or present reports or recommendations on behalf of the Commission.

ARTICLE 7. PROCEDURE AND CONDUCT

The Commission shall adhere to the current edition of *Robert's Rules of Order* and The Connecticut Freedom of Information Act, as may be amended.

ARTICLE 8. CONFLICT OF INTEREST & RECUSAL

Any member who may possess a financial or personal interest on a particular matter shall recuse them self from the discussion of and voting on such matter.

ARTICLE 9. EMPLOYEES

Within the limits of the funds available for its use, the Commission may employ such staff personnel and/or consultants as it sees fit to aid in the Commission's work.

ARTICLE 10. AMENDMENTS

These bylaws may be amended by a 2/3 vote of the entire voting membership of the Commission only after the proposed change has been read and discussed at a previous regular meeting. Bylaws may be changed at any meeting by the unanimous vote of the entire voting membership of the Commission.

Approved: ***August 18, 2022***