

TOWN PLANNING AND ZONING COMMISSION  
OF NEW HARTFORD, CONNECTICUT

BYLAWS

ARTICLE I

Name

The Commission shall be known as the Town Planning and Zoning Commission of New Hartford, Connecticut.

ARTICLE II

Office of Agency

The office of the Commission shall be at the Town Hall, New Hartford, Connecticut, where all commission records will be kept.

ARTICLE III

Membership

Section 1. The membership and terms of office shall be as specified in the ordinance establishing the Commission and the Connecticut General Statutes.

Section 2. Resignations from the Commission shall be in written form and transmitted to the Chairman, who will then forward same to the executive officer of the community.

Section 3. Vacancies in membership shall be filled by a majority vote of the entire voting membership of the Commission. A member so elected to fill a vacancy shall complete the term of office of the member whose vacancy he filled.

ARTICLE IV

Officers and Their Duties

Section 1. The officers of the Commission shall consist of a Chairman, a Vice-Chairman, and a Secretary.

Section 2. The Chairman shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers. The Chairman shall have the authority to appoint committees, certify expenditures of funds up to \$100 without prior approval of the Commission, and generally perform other duties as may be prescribed in these bylaws.

Section 3. The Chairman shall be one of the Commission members. He shall have the privilege of discussing all matters before the Commission and of voting thereon.

Section 4. The Vice Chairman shall act for the Chairman in his absence and have the authority to perform the duties prescribed for that office. He shall be a Commission member.

Section 5. The Secretary shall keep the minutes and records of the Commission and, with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the Chairman, provide notice of all meetings to Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission, and such other duties as are normally carried out by a Secretary. The Secretary need not be a member of the Commission.

Section 6. In the absence of the Secretary, due to illness, personal or disqualification reasons, the Chairman shall appoint a Secretary pro tem.

## ARTICLE V

### Election of Officers

Section 1. An annual organizational meeting shall be held on the last regular meeting of November each year, at which time officers will be elected. All members must be present before election of officers can take place.

Section 2. Nominations shall be made from the floor at the annual organization meeting and elections of the officers specified

in Section 1 of Article IV shall follow immediately thereafter.

Section 3. A candidate receiving a majority vote from the entire membership of the Commission shall be declared elected and shall serve for one year or until his successor shall take office.

## ARTICLE VI

### Meetings

Section 1. Regular meetings will be held on the second and fourth Wednesdays of each month, except July and August, at the Town Hall. In the event of conflict with holidays or other events, a majority at any meeting must change or cancel the date of said meeting. The Secretary shall notify the membership of regular meetings not less than 48 hours in advance of such meeting.

Section 2. Special meetings may be called at any time by the Chairman. The notice of such special meeting shall specify the purpose of such special meeting and no other business may be considered except by unanimous consent of the Commission. The Secretary shall notify all members of the Commission in writing not less than 48 hours in advance of such special meeting.

Section 3. A majority of the voting membership of the Commission shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of members of the Commission unless a greater number be required by law.

Section 4. Executive sessions of this Commission shall be conducted in accordance with PA 75-342 of the Connecticut General Statutes and/or any revisions thereto.

## ARTICLE VII

### Disqualification

Members of the Commission shall be disqualified for the reasons set forth in the Connecticut General Statutes. In the event of such

disqualification, such fact shall be entered on the records of the Commission and the remaining members of the Commission, unless otherwise provided, shall choose an alternate member of the Commission to act as a member of such Commission in the hearing and determination of the particular matter or matters in which the disqualification arose. When disqualification of any member is questioned, the Chairman shall make the final decision. When disqualification of the Chairman is questioned, the Vice Chairman shall make the final decision.

## ARTICLE VIII

### Order of Business

Section 1. Unless otherwise determined by the Chairman, the order of business at regular meetings shall be:

- a. Call to order.
- b. Roll call.
- c. Reading of minutes of previous meeting and action thereon.
- d. Communications and bills.
- e. Reports of officers and committees.
- f. Old business.
- g. New business.
- h. Adjournment.

Section 2. A motion from the floor must be made and passed in order to dispense with any item on the agenda or change the order of business.

Section 3. No new business submitted for action by the Commission shall be acted upon unless it is submitted 15 days prior to a regular meeting date. Provisions of this Section may be waived by the unanimous vote of the members present.

## ARTICLE IX

### Hearings

Section 1. The Commission may hold public hearings, in addition to required hearings, when it decides that such hearings will be in the public interest.

Section 2. All public hearings prescribed by law shall be held in accordance to the requirements set forth for such hearings in the Connecticut General Statutes.

Section 3. A competent stenographer shall take the evidence, or the evidence shall be recorded by a sound-recording device, at such hearing before the Commission in which the right to appeal lies to the Court of Common Pleas.

Section 4. The Chairman of the Commission shall preside at the public hearing. In the event of his absence, the Vice Chairman or a duly appointed Commission member shall act as presiding officer.

Section 5. The Secretary shall read the legal advertisement and note the dates and newspapers in which the advertisement appeared.

Section 6. A summary of the question or issue shall be stated by the presiding officer at the opening of the public hearing. The Chairman shall announce and describe the method of conduct of the hearing.

Section 7. The Chairman shall first call for statements from the proponents. The opponents shall be given equal opportunity to comment. The order is reversible, the discretion of the Commission prevailing. Whichever the case may be, each group shall make its presentation in succession without allowing an intermixture of comments pro or con. Further statements may be given within the discretion of the Commission.

Section 8. All persons recognized shall approach the hearing table in order to facilitate proper recording of comments. Before commenting on the matter before the hearing each person shall give his name and address. All comments shall be limited to the subject advertised for hearing.

Section 9. The 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 presiding officer shall reserve the right to terminate or adjourn the hearing in the event the discussion becomes unruly and unmanageable.

Section 10. The hearing shall be conducted only for the purpose of taking testimony to be considered in deliberations of the regular meeting of the Commission. If a general consensus of the meeting is desired, the Commission may provide properly identified sheets on which the electors may signify in writing their opinion as either in favor or opposed to the question before the public hearing. The show of hands by those persons present shall not be allowed on any general question presented at the public hearing.

#### ARTICLE X

##### Employees

Section 1. 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 the Commission in its work. Appointments shall be made by a majority vote of the entire membership.

#### ARTICLE XI

##### Public Relations

Section 1. The Chairman or a duly appointed Commission member or staff personnel shall act as public relations or publicity director for the Commission. His duties include the preparation of all news releases to be distributed to the communications media. All information releases shall reflect the thinking of the majority of the Commission.

Section 2. In the matter of the press, radio, and television representatives, the Commission shall comply with Chapter 3, Sections 1-19, 1-20, 1-21, of the Connecticut General Statutes,

1958 Revision, as amended.

ARTICLE XII

Amendments

These bylaws may be amended by a majority vote of the entire voting membership of the Commission, only after the proposed change has been read and discussed at a previous regular meeting, except that the bylaws may be changed at any meeting by the unanimous vote of the entire voting membership of the Commission.

