BYLAWS
TOWN OF WINCHESTER
INLAND WETLANDS COMMISSION

SECTION 1. MEMBERSHIP

The membership of the Commission has been established under the Charter of the Town of Winchester to consist of nine members, each to be appointed for three years. Appointment shall expire in the month of April.

Vacancies in the Commission shall be filled by the procedure prescribed in the ordinance, Section 609, establishing the Commission.

Resignations from the Commission shall be in writing and transmitted to the chairman, who will then forward it to the executive officer of the community.

The quorum has been established by the Town ordinance. "Five members shall be necessary to form a quorum."

A legal quorum consists of five members. If a disqualification of a member occurs, the total number of members present to vote must constitute a legal quorum.

For potential conflict of interest for members of land use and purchasing commissions and boards- refer to CGS (Connecticut General Statutes) Sec. 7-148t.

SECTION 2. ELECTION OF OFFICERS

Each year in May the Commission shall hold election of Officers who shall serve until the next election. Officers shall consist of a Chairman, Vice-Chairman, Secretary, and such other officers as the Commission may designate. Special elections shall be held whenever any office is vacant prior to the next regular election. Notice of such a special election shall be included in the agenda of the meeting.
SECTION 3. ATTENDANCE

Attendance as established by Town ordinance is as follows: "Any member of any municipal commission, board, or committee appointed by the Board of Selectmen pursuant to the Town Charter, shall be deemed to have resigned if the member is absent without excuse at three consecutive meetings or four meetings in a calendar year." The Commission requests its members to give 24 hours notice prior to a meeting if they are unable to attend.

SECTION 4. LEAVE OF ABSENCE

Leave of absence may be granted to a Commissioner by a 2/3 vote of the seated members.

SECTION 5. REGULARLY SCHEDULED MEETINGS

The Inland Wetlands Commission will meet on the third Wednesday of each month, at 7 p.m., in the Mayor P. Francis Hicks Room, second floor Town Hall.

Special meetings may be called at the discretion of the Commission or chairman.
SECTION 6. INLAND WETLANDS COMMISSIONER EDUCATION

All members are required to complete the Municipal Inland Wetland Commissioners Training Program within the first two years of membership.

Thereafter, all members are requested to attend at least one educational program in each successive term.

Failure to maintain educational requirements will result in the Commission's recommendation to the Board of Selectmen not to reappoint said member.

SECTION 7. MEETING PROCEDURES AND CONDUCT

Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at commission meetings.

SECTION 8. PUBLIC COMMENT

The Commission chairman will direct the public comment section of the meeting at his or her discretion. No evidence about specific applications and violations will be accepted by the Inland Wetlands Commission during public comment.
SECTION 9. POLICY ON VACANCIES

Purpose:
To encourage appointments to the Commission which are in the best interest of water resource and open space protection in the community.

Qualifications:
A willingness to attend training sessions, gain the relevant expertise in a timely fashion, remain current, and generally make the necessary time commitment
(Replacing a working knowledge of Commission responsibilities and procedures, relevant local, state and federal regulations, and basic technical resource information can take two years or better).

Procedures:
Assess the Commissions current needs, e.g. legal, botanical, wildlife, planning, hydrology, and advise the selectmen or mayor of these needs in a memo. Include the Commission Policy and rationale for expertise, including benefit to the community.
Seek public notice of available positions, along with description of the Commission’s responsibilities and activities.
Urge interested people to apply.
Make written recommendations.
Attend Selectmen meetings at which appointments are discussed and made.
SECTION 10. AMENDMENT

These bylaws may be amended by a simple majority vote of the Commission upon at least 30 days written notice to the entire membership.

SECTIONS 1, 2, 3, 4, 5 & 6 adopted 11/16/94
SECTIONS 7, 8 & 9 adopted 12/14/94
SECTION 3 amended 12/14/94 and approved as amended 1/18/95
SECTION 1 amended 5/17/95 and approved as amended 6/21/95
SECTION 9 changed from "Amendment" to "Policies on Vacancies" and adopted 11/20/96
SECTION 6 amended 10/16/96 and approved as amended 11/20/96; Section 10 adopted as "Amendment" 11/20/96