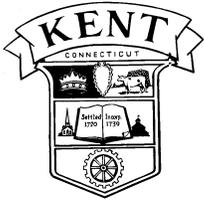


RECEIVED

By Darlene Brady at 9:52 am, Dec 19, 2023



**TOWN OF KENT
INLAND WETLANDS COMMISSION**

**41 Kent Green Boulevard
P.O. Box 678
Kent, CT 06757
Phone (860)927-4625**



**BY LAWS
KENT INLAND WETLANDS COMMISSION**

ARTICLE I

Purpose and Authorization

The objectives and purpose of the Inland Wetlands Commission of Kent are those set forth in Section 131a (Conservation) and Sections 22a-36 to 15 (Inland Wetlands and Watercourses Act), of the Connecticut General Statutes, as amended to August 1, 1989 and those powers and duties delegated to the Kent Inland Wetlands Commission by ordinance establishing same of July 15, 1988, in accordance with the above enabling law.

ARTICLE II

Name

The Commission shall be known as the Inland Wetlands Commission.

ARTICLE III

Office of the Agency

The office of the Commission shall be at Town Hall where all Commission records will be kept. Copies of all official documents, records, maps, etc., will be filed or recorded in the Town Hall.

ARTICLE IV

Membership

The membership and terms of office shall be specified in the above stated ordinance, as amended, establishing the Commission, and the aforementioned General Statutes.

ARTICLE V
Officers and Their Duties

Section 1. The officers of the Commission shall consist of a Chairman and Vice-Chairman. A Secretary may be appointed at the discretion of the Commission.

Section 2. The Chairman shall preside at all meetings and hearings of the Commission and shall have duties normally conferred by parliamentary usage in such offices. Standing or special committees may be appointed by the Chairman for purposes and terms which the Commission approves. The Chairman shall have the authority to certify expenditures of funds up to \$100.00 without prior approval of the Commission, call special meetings and generally perform other duties as may be prescribed in these bylaws.

Section 3. The Chairman shall be one of the Commission members. The Chairman 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 their absence and have the authority to perform the duties prescribed for that office. That person shall be a member of the Commission. In the absence of the Chairman and Vice Chairman, a duly appointed Commission member shall act as the presiding officer.

Section 5. The Secretary, also a Commission member, shall keep the minutes and records of the Commission and attend to correspondence of the Commission and such other duties as are normally carried out by a Secretary or the Commission may retain a clerk or other administrative staff to handle some or all of these duties.

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

Section 7. The Chairman shall propose the Commission budget to the Board of Finance in February of each year. The Wetlands Enforcement Officer shall receive and present all bills over \$100.00 to the Commission and shall keep records of the available and expended funds and report on same to the Commission at intervals.

ARTICLE VI
Election of Officers

Section 1. An annual organizational meeting shall be held on the third Monday of December, at which time officers will be elected and bylaws reviewed and be made a part of the minutes of the annual meeting. Five members or alternates must be present before election of officers can take place.

Section 2. Nominations shall be made from the floor at the annual organizational meetings and elections of the officers specified in Section 1 of Article V 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.

Section 4. Vacancies in office shall be filled by regular election procedure as prescribed in preceding sections of this Article.

Section 5. 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.

ARTICLE VII

Meetings

Section 1. Regular meetings will be held on the fourth Monday of each month at 7:00 p.m. at the Town Hall except that in December, it will be held on the third Monday. In the event of conflict with a holiday, the meeting will be rescheduled to another appropriate day. A majority at any meeting may change the date of or cancel a future meeting.

Section 2. Members of the Commission may participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all members of the Commission participating may simultaneously hear each other during the meeting. A member of the Commission participating in a meeting by this means is deemed to be present in person at the meeting.

Section 3. Four members of the Commission shall constitute a quorum, and the number of votes necessary to transact business.

Section 4. All Commission meetings shall be open to the public except when in executive session, when so voted by the majority of the Commission members present and voting.

ARTICLE VIII
Conducting Meetings

Section 1. Unless otherwise determined by a majority vote of the Commission, the order of business at regular meetings shall be:

1. Call to order.
2. Roll call and appointment of alternates if required.
3. Reading and approval of minutes of previous meetings.
4. Applications.
5. Old business.
6. New business.
7. Communications to the Commission.
 - A. Written
 - B. Verbal
8. 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 or applications submitted for action by the Commission shall be accepted or acted upon unless it is submitted according to State legislatively established timeframes or unless such submission is accepted by a majority vote of the Commission.

Section 4. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of the Commission.

ARTICLE IX
Public 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 Sections 22a-42c.

Section 3. The Commission Clerk shall take notes and/or the evidence shall be recorded by a sound recording device at each hearing before the Commission in which the right to appeal lies to Superior Court. Proceedings of the hearing shall be incorporated into the permanent records of the Commission.

ARTICLE X
Conducting the Public Hearing

Section 1. The Chairman of the Commission shall preside at the public hearing. In event of his absence, the Vice Chairman or a duly appointed Commission member shall act as a presiding officer.

Section 2. The Chairman shall read the legal advertisement and note the dates and newspapers in which the advertisement appeared.

Section 3. A summary of the question or issue shall be stated by the presiding officer or by a member of the Commission appointed by the presiding officer at the opening of the public hearing. Comments shall be limited to the subject advertised for hearing. In any event, the Commission shall have the privilege of speaking first. The Chairman shall describe the method of conduct of the hearing.

Section 4. 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.

Section 5. It shall be made clear to the hearing participants that all questions and comments must be directed through the Chairman only after being properly recognized by the presiding officer.

Section 6. All persons recognized may be asked to approach the hearing table in order to facilitate proper recording of comments. Before commenting on the matter before the hearing, each person shall give their name and address.

Section 7. 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 the hearing in the event the discussion becomes unruly and unmanageable.

Section 8. The show of hands by those persons present shall not be allowed on any general question presented at the public hearing. The hearing shall be conducted only for the purpose of taking testimony to be considered in deliberations of the regular meeting of the Commission.

ARTICLE XI
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. The Chairman may be authorized to sign contracts for employing personnel and contracting for planning services as might be approved by the Commission.

Section 2. The Clerk shall take the minutes of the meetings (regular and special) and file copies with the Town Clerk within 7 days of such meeting. In the event the clerk is not available, one may be appointed by the Chairman to fill in.

ARTICLE XII
Public Relations

Section 1. 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 XIII
Amendments

These bylaws may be amended by a two-thirds 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.

Revised December 18, 2023