



TOWN OF LEDYARD  
CONNECTICUT

CONSERVATION COMMISSION  
RULES OF PROCEDURE

741 Colonel Ledyard Highway  
Ledyard, CT 06339  
<http://www.ledyardct.org>

I. MEETINGS

Regular meetings of the Conservation Commission shall be held on the second Tuesday of each month at 6:30 P.M. Special meetings may be called by the Chairman or two other members of the Commission.

II. VOTING

Four Commission members shall institute a quorum

No Commission member shall participate in any hearing or decision on any matter in which he has a personal, financial, or other interest. In the event of such a disqualification, it shall be entered upon the record of the meeting. The Chairman shall make the final decision as to the disqualification.

III. ATTENDANCE

Commission members shall inform the Chairman or Secretary of any absence before a scheduled meeting. Failure to do so, on two consecutive occasions, will result at the discretion of the Chairman, in a letter from the Commission reminding them of their responsibilities to the Commission.

Any Commission member who misses five or more scheduled meetings in one year shall, at the discretion of the Chairman, be notified of their absenteeism and asked to reconsider their commitment to the Commission.

IV. COMMITTEES

The Commission may establish such special committees as are found necessary to carry out its duties and responsibilities. Such committees may be established by a majority vote at any meeting.

Each committee shall have at least one Commission member, but no more than three Commission members, and may include two citizens at large. Appointments shall be made by the Commission Chairman. Each committee shall elect a Chairman who shall submit a report to the Commission at each regular Commission meeting on committee activities.

IV. OFFICERS

Officers of the Ledyard Conservation Commission shall be Chairman, Vice-Chairman, Secretary and Treasurer.

1. ELECTION OF OFFICERS

The appointed Commissioners from within the Conservation Commission elect the Commission Officers. The election of Conservation Commission Officers will take place annually at the

November meeting of the Conservation Commission. Election shall be by a majority vote of Commission members present and voting at that meeting.

2. **TERM OF OFFICE**

The Term of Office for Commission Officers will be for 1 year and will begin on 1 December and end 31 November.

3. **DUTIES**

Specific duties of the Commission Officers are as follows:

i. **CHAIRMAN**

The Chairman shall preside at all meetings of the Commission, appoint all Committee members, be ex-officio member of all Conservation committees and be responsible for the proper functioning of each committee. He or she shall prepare an agenda for each Commission meeting and cause notice to be given of each meeting as specified in Chapter 3, Section 145 to 1-21 inclusive of Connecticut General Statutes (CGS). He or she shall initiate purchase order requests in the absence of the Fiscal Agent, prepare the Commission's Annual Report during July, submit the coming year's meeting schedule to the Town Clerk in November, and prepare proposed budget requests during December/January.

ii **VICE-CHAIRMAN**

The Vice-Chairman shall assume the duties of the Chairman during his or her absence or when requested by the Chairman.

iii **SECRETARY**

The Secretary shall keep minutes and records of all Commission meetings and hearings in compliance with Chapter 3, Section 1-15 through 1-21 of the CGS.

iv **TREASURER**

The Treasurer shall maintain liaison with the Town of Ledyard Finance Department, initiate all requests for purchase orders, and keep a running account of Commission finances. He or she shall be a signatory to all Commission financial transactions. He or she shall report on the Commission finances at each regular meeting of the Conservation Commission.

Adopted by the Ledyard Conservation Commission on February 9, 2016

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Margaret Welles, Chairman