

Naugatuck Valley Council of Governments Regional Planning Commission Operating Procedures

Approved by the Naugatuck Valley Council of Governments Members on February 18, 2016

Revised: June 8, 2018

Name:

The name of this entity shall be the Regional Planning Commission of the Naugatuck Valley Council of Governments

Purpose:

The Regional Planning Commission of the Naugatuck Valley Council of Governments (the "Commission") was established by the Naugatuck Valley Council of Governments (NVCOG) to conduct the business of the Commission. As a committee of the Council, the Commission is charged with carrying out the planning duties and responsibilities of the Council in accordance with the Council by-laws, as amended.

Definitions:

- A) Alternate:** an individual appointed by the Member to perform their Representative's duties in the absence or unavailability of that Representative.
- B) At-large Representative:** a member of the Executive Committee, distinct from the Chairperson, Vice-Chairperson and Secretary of the Commission, who represents the full Commission.
- C) Chief Elected Official:** the highest ranking elected official, directly and separately elected by the public, of a municipality. In the statutory absence of such a position in a municipality, this term shall refer to an individual appointed to the position of Chief Administrative Official of that municipality by that municipality.
- D) Commission:** The Regional Planning Commission of the Naugatuck Valley Council of Governments
- E) Council:** the Naugatuck Valley Council of Governments.
- F) Executive Committee:** the executive committee of the Regional Planning Commission of the Naugatuck Valley Council of Governments
- G) Member:** A municipality which joined the Council, as defined within the Council's by-laws, and is entitled to one vote at meetings of the Commission.
- H) Officer(s):** The Chairperson, Vice-Chairperson, and Secretary of the Commission, who shall be elected to serve their terms of office.
- I) Ranks:** all the Representatives and Alternates appointed to and serving the Regional Planning Commission of the Naugatuck Valley Council of Governments
- J) Representative:** an individual appointed by the Member who speaks and takes action on the behalf of their appointing Member at meetings of the Commission.
- K) Term of Office:** a two-year period of service for the chairperson, and one-year period for the other officers, of the Commission commencing July 1st following their election to their offices.

Membership of and Representation to the Commission:

A) Membership:

1. **Eligibility:** Membership in the Commission shall be the Members of the Council, as defined in the Council by-laws.
2. **Voting Privilege:** Each Member shall receive one vote in the affairs of the Commission. If the Member has not appointed a representative or alternate to the Commission, then the Member's voting privilege in the affairs of the Commission is suspended until the Council has received a signed letter of appointment from the member's chief elected official, as described in B 1 a-b.

B) Representation:

1. **Appointing Representatives and Alternates:** In accordance with the Council by-laws, each Member shall have the authority to appoint a single Representative to the Commission for the purpose of representing the Member at meetings of the Commission. Representatives must be an elector or land use officer, shall serve at the pleasure of their appointing authorities and are appointed as follows:
 - a. The Member's planning and zoning board shall nominate a Representative. The Member's chief elected official may then confirm that nominee by way of signed letter to the Council.
 - b. Each Member may also appoint an Alternate, who shall be an elector or land use officer of the Member, by an identical process.
2. **Alternates:** Representatives may be permitted Alternates in the event of their absence or unavailability for a meeting of the Commission. Alternates shall assume the responsibilities and powers of their Representative only if the Representative is absent or unavailable to attend a meeting of the Commission. Alternates may not assume the responsibilities and powers of officer positions; in the event of the absence or unavailability of an officer of the Commission, the Alternate may attend and vote in a non-officer capacity and that Representative's officer position is considered absent for the purposes of that meeting. In the event that a member's Representative resigns from the RPC, the Alternate shall serve as the Representative until the member appoints a new representative by the process described in B 1 a.
3. **Delinquent Representatives or Alternates:** In the event a Representative or Alternate is absent without explanation for three (3) consecutive meetings, the Member's appointment will be considered vacant and the Member's voting privileges will be suspended. The Commission's Secretary will attempt to contact the Representative or Alternate and, based upon the Representative's response, may notify the appointing authority in writing and request a new appointment.

Meetings:

- A) **Regular Meetings:** Unless otherwise specified by action of the Commission, the Commission shall meet at such time and place as is announced in accordance with the call of meetings, but not less than twice per year.
- B) **Special Meetings:** The Chairperson may call a special meeting of the Commission or the Executive Committee, provided that public notice of the meeting be made in accordance with these operating rules.

- C) Executive Committee Meetings:** the Executive Committee shall meet every other month unless otherwise scheduled, with at least one week's notice to the Ranks. The Executive Committee may act on matters on which they have been given authority to act by the Commission or the Council, and on all other matters on which the Commission may act as long as all Commission members are notified pursuant to these operating procedures and have no objections and every member of the Executive Committee is in attendance. The Ranks shall be invited to attend and participate in Executive Committee meetings.
1. Any such objection shall be delivered electronically or in writing to the attention of the Chairperson at least 24 hours prior to the Executive Committee meeting. If an objection is delivered, a special meeting of the Commission will be called by the Chairperson to address specific items to which objections have been made.
- D) Annual Meeting:** Unless otherwise specified by action of the Commission, the annual meeting of the Commission shall be held in June, commencing with the first June following the adoption of these operating procedures.
- E) Meeting Actions:** Unless otherwise specified within these operating procedures, actions of the Commission, Executive Committee, and special workgroups shall be decided by a simple majority of all Representatives present, representing a quorum and voting.
- F) Notice of Meetings:** Public notice of meetings of the Commission shall be made in writing or electronically not more than fifteen days nor less than 48 hours prior to the meeting. The Secretary, in sending out notices of meetings, shall include the date, time, and place of meeting and the proposed agenda for the meeting. Only items included in the agenda shall be acted upon at such meeting other than routine administrative matters, except by approval of two-thirds (2/3rds) of all Representatives present and constituting a quorum.
- G) Quorum:** A quorum present shall be required for the Commission to conduct business and shall be equal to a simple majority of the Members with voting privilege.
- H) Remote Participation in Meetings:** Representatives who are unable to attend Commission or Executive Committee meetings in person may participate in all meetings by any means of communication (including, but not limited to, electronic, telephone, video, internet/online) by which all Representatives participating may simultaneously hear each other and/or participate during the meeting. A Representative participating remotely in a meeting shall be deemed present at the meeting for all purposes, including, but not limited to votes and quorum. Meetings with such participation shall be held in a designated public place and conducted with the same procedures as specified elsewhere in these operating procedures. A roll call vote will be conducted for tallying votes.
- I) Meeting Accessibility:** The Commission will adhere to all requirements of the Americans with Disabilities Act with regard to the full involvement of the public in meetings of the Commission.

Officers and the Executive Committee

- A) Executive Committee:** An Executive Committee shall be formed and shall be composed of the Commission's Chairperson, Vice-Chairperson, Secretary, and the two (2) At-large Representatives who shall be elected by the Representatives of the Commission from among their own number.
- B) Officers of the Commission** shall include a Chairperson, Vice-Chairperson, and Secretary who shall be elected to serve their terms of office.
- C) Method of Selection:**

1. Officers and At-large Representatives shall be elected at the annual meeting of the Commission from duly appointed Representatives of Members by vote of the Commission after receipt of the report of the Nominating Work Group and any nominations that may be raised from the floor.
 - a. The Nominating Work Group shall be composed of at least three Representatives to the Commission. The Chairperson of the Commission shall serve as the chairperson of the Nominating Work Group. The two other members of the Nominating Work Group must be solicited from the Representatives. Following this solicitation, the membership of the Nominating Work Group must be confirmed by action of the Commission.
 2. When three or more persons are nominated for an office, the officer shall be elected by a vote. In the event that no person receives a majority vote on the first ballot, the two nominees who receive the greatest number of votes shall then be considered the candidates for the office and a second vote held.
 3. In the event any vacancy shall occur in any office, a successor shall be elected at the next meeting of the Commission to serve the balance of the unexpired term of office. The officers of the Commission may, by majority vote, appoint a temporary replacement for vacant positions from among the Representatives until such time as the Commission elects a successor.
- D) Removal from Office:** Officers of the Commission may be removed from office by a two-thirds (2/3) vote of all Representatives upon notice to the Ranks.
- E) Chairperson:** the Chairperson shall preside at all meetings except when the Chairperson is absent, which shall cause the Vice-Chairperson to preside.
1. The Chairperson shall affix its signature to all official reports, plans, and publications which have been recommended by the Commission. As a Representative, the Chairperson shall have the right to vote on all matters which may come before the Commission. The Chairperson may be a member of all special work groups ex officio without vote. During the temporary absence or incapacitation of the Secretary, the Chairperson shall assume the duties of the Secretary.
 2. The Chairperson or its designee shall report to the Council on recommendations of the Commission at the first meeting of the Council following the meeting of the Commission at which action was taken.
 3. The Chairperson shall approve the agenda for meetings of the Commission and Executive Committee.
- F) Vice-Chairperson:** In the absence of the Chairperson, the Vice-Chairperson shall assume the powers and duties of the Chairperson.
1. In the event of the resignation, removal, or any permanent vacancy of the Chairperson, the Vice-Chairperson shall assume the powers and duties of the Chairperson until such time that a new Chairperson can be elected pursuant to these operating procedures.
- G) Secretary:** The Secretary of the Commission shall be the keeper of official records, including the minutes of meetings of the Commission and its Executive Committee. Such records shall be open to the inspection at a reasonable time and place by the Ranks and by the public. The Secretary shall see that all meeting notices are duly given in accordance with the provisions of these operating procedures or as required by law. The Secretary shall affix its signature to documentation as directed by the Commission or the Chairperson.

1. In the absence of the Vice-Chairperson, the Secretary shall assume the powers and duties of the Vice-Chairperson in addition to their duties as Secretary. This assumption of powers and duties may include the assumption of the powers and duties of the Chairperson.

Special Work Groups

- A)** The Chairperson may appoint special work groups and their members from time to time as it may see fit consistent with law and these operating procedures. The Chairperson, in its discretion, may appoint non-members to any special work group. All such special work groups shall post and distribute their meeting notices and agendas to all Commission members pursuant to the requirements of these operating procedures.

Use of Council Staff

- A)** In accordance with the Council's bylaws, the Commission is empowered to work in concert with Council staff in the fulfillment of the Commission's duties and responsibilities.

Reports and Plans

- A)** All reports and plans which are published by the Commission, including any reports and minutes of the meetings, shall be filed by Council staff with the Chief Elected Official and Municipal Clerk of each Member.

Referral Reconsideration Process

- A)** Any municipality who receives a referral advisory report from the Commission, or any party initiating the referral, may submit to the Commission a reconsideration request with respect to that recommendation in a form prescribed by the Commission. This request must be transmitted to the Commission within five (5) business days of the Commission's transmission of the referral advisory report.
- B)** The Executive Committee shall examine all reconsideration requests and evaluate such requests on their merits. The Executive Committee may, at its discretion, deny or accept the reconsideration request. If the Executive Committee accepts the request, the request shall be addressed at the next regular meeting of the Commission.
- C)** The Commission may, at its discretion, deny or accept the reconsideration request. If the Commission accepts the request, the Commission shall direct Council staff to generate a revision of the initial referral advisory report, including the information contained within the reconsideration request in Council staff's investigation, to be delivered to the original recipients of the referral advisory report and/or any other recipients as deemed appropriate.

Amendments

- A)** To amend these operating guidelines, the Commission must submit and have approved by the Council an amendment recommendation approved by a two-thirds (2/3) vote of the Representatives, provided that notice of action proposed and the complete text of the amendment shall have been provided to the Ranks pursuant to these operating procedures.

General

- A)** These operating procedures shall become effective immediately upon their approval by the Commission and Council.
- B)** All meetings shall be conducted in accordance with these operating procedures, where they apply, and otherwise in accordance with Robert's Rules of Order, Revised.