

BYLAWS OF THE SUFFIELD PLANNING AND ZONING COMMISSION

The objectives and purposes of the Planning and Zoning Commission of the Town of Suffield, Connecticut, are those set forth in Chapters 124 and 126 of the Connecticut General Statutes, 1985 Revision, as the same have been and may be amended from time to time and those powers and duties delegated to the Suffield Planning and Zoning Commission by the aforementioned statutes and by ordinances enacted pursuant to such statutes. (Revised 4/18/2016)

ARTICLE II NAME

The Commission shall be known as the Suffield Planning and Zoning Commission (PZC). (REVISED 12/3/01, 4/18/2016)

ARTICLE III OFFICE OF AGENCY

The office of the Suffield Planning and Zoning Commission shall be located at 83 Mountain Road, and shall be in the trust of the Secretary and all Commission books and records shall be kept in that office (REVISED: 12/6/93, 12/3/01, 8/18/08, 4/18/2016, 12/20/21).

ARTICLE IV MEMBERSHIP

The membership and terms of office of the Commission shall be as specified in the Town Charter, and shall consist of six (6) regular members plus three (3) alternate members. (REVISED 12/3/01)

ARTICLE V OFFICERS AND THEIR DUTIES

- Section (1) The officers of the Commission shall be the Chairman, Vice Chairman, and Secretary. (REVISED 12/3/01)
- Section (2) The Chairman shall preside at all meetings and hearings of the Commission and shall have the duties normally exercised by Chairmen of Planning and Zoning Commissions in the State of Connecticut. The Chairman shall have the authority without prior approval of the Commission, to appoint committees, to certify expenditures of funds, to pay all advertising fees required to be paid, to call special meetings and to generally perform such other duties as may be prescribed in these bylaws. (4/18/2016)
- Section (3) The Chairman, Vice Chairman, and Secretary shall be chosen from among the regular members of the Commission. The Vice Chairman may also act as the Secretary. They shall have all the rights of any other Commission member, including the right to vote. If the Chairman, Vice Chairman, or Secretary ceases to be a member of the Commission, a vacancy shall be deemed to exist in said office which shall be filled in accordance with the provisions of Article VI, Section 5, hereof. (REVISED 12/3/01)
- Section (4) The Secretary shall keep the minutes and records of the Commission and with the

Bylaws of the Suffield Planning & Zoning Commission

assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the Chairman, shall provide notice of all meetings to Commission members, shall arrange proper legal notice of such hearings and of Commission decisions and orders, shall attend to correspondence of the Commission and shall perform such other duties as are normally performed by a Secretary of a Planning and Zoning Commission in Connecticut. (4/18/2016)

- Section (5) In the absence of the Secretary, the Chairman shall appoint a Secretary Pro Tem.
- Section (6) The Secretary or a duly appointed Commission member or staff personnel shall act as public relations or publicity director for the Commission. His/her duties shall 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. (4/18/2016)
- Section (7) In case of the absence, disqualification, or unfilled vacancy in the office of the Chairman, the Vice Chairman shall act as Chairman Pro Tem. He/She shall appoint a Secretary Pro Tem for the meeting if the Secretary is temporarily performing the duties of another office. (REVISED 12/3/01, 4/18/2016)

**ARTICLE VI
ELECTION OF OFFICERS**

- Section (1) A biennial organizational meeting shall be held in odd numbered years, before the first regularly scheduled meeting following the legal certification of the elected members. At this time, officers shall be elected and the Commission Bylaws in effect at the previous meeting shall be reviewed and either readopted in their then existing form or readopted as amended at such meeting. However, in the event the Commission fails to adopt Bylaws at said meeting, the Bylaws in effect at the previous meeting shall continue in full force and effect as if readopted at such meeting. In any event the Bylaws so adopted shall be made a part of the minutes of said meeting. Alternate members shall not participate in the election of officers, except that in the case of a tie, alternates shall be eligible to break the tie. Any regular member of the Commission not able to be present at said biennial organizational meeting may cast his or her ballot by a proxy given to any other regular member in attendance. The proxy shall have written authorization from the regular member giving them their vote and the authorization shall be filed with the presiding officer at the organizational meeting prior to voting on the nominee(s) for office. (AMENDED: 7/18/88, 4/18/2016).
- Section (2) Nominations shall be made from the floor at the biennial organizational meeting and elections of the officers specified in Article V, Section 1, shall follow immediately thereafter.
- Section (3) The candidate receiving a vote equal to a majority of the entire regular membership of the Commission shall be declared elected and shall serve for two (2) years, or until his successor has been elected and duly qualified. He/She shall take office immediately upon elections. (REVISED 12/3/01, 4/18/2016)
- Section (4) Resignations from the Commission shall be in written form and shall be transmitted to the Chairman. In the event the resignation is that of the Chairman, it shall be transmitted to the Secretary. The officer receiving such resignation shall immediately forward it to the Board of Selectmen. Resignations shall be effective upon their delivery to the Chairman or, in the case of the resignation of the Chairman, to the Secretary. (REVISED 4/18/16)

Bylaws of the Suffield Planning & Zoning Commission

Section (5) Should any office become vacant, the Commission shall elect a successor from its membership at the first meeting of the Commission after the Board of Selectmen has acted to fill such vacancy and the person so elected shall fill the unexpired portion of the term of the person he/she is succeeding. (REVISED 12/3/01)

**ARTICLE VII
MEETINGS**

Section (1) Regular meetings shall be held on the third Monday of each month at 7:00 P.M. in the Town Hall. In the event of conflict with holidays or other events, a majority at any meeting may change the date of any future meeting. The Secretary shall notify the membership of regular meetings not less than forty-eight (48) hours in advance of such meeting. (REVISED 12/3/01)

Section (2) In the event a regular member of the Planning and Zoning Commission is absent or is disqualified, an alternate member shall be designated in accordance with the provisions of General Statutes §8-1b, as the same may be amended from time to time and shall have all powers and duties therein set forth. (4/18/2016)

Section (3) All Commission meetings shall be open to the public and in all other respects, including but not limited to the calling of Executive Sessions, the meetings shall be governed by the provisions of General Statutes §1-200, et.seq., as the same may be amended from time to time. (REVISED 12/3/01)

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

Section (5) In the event that the Chairman and Vice Chairman shall be unable to attend any meetings, the Chairman may designate a member of the Commission to act as temporary Chairman for such meeting. In the event the Chairman does not designate a member of the Commission to act as temporary Chairman, the members shall appoint a Chairman Pro Tem for that meeting. (REVISED 12/3/01)

**ARTICLE VIII
DISQUALIFICATION**

The Disqualification of members of the Planning and Zoning Commission shall be governed by the provisions of General Statutes §8-11, as the same may be amended from time to time.

**ARTICLE IX
ORDER OF BUSINESS**

Section (1) Unless otherwise determined by the Chairman, the order of business at regular meetings shall be as follows: (REVISED 12/3/01, 4/18/2016)

- a. Roll Call
- b. Public Comment
- c. Informal Discussions
- d. Public Hearing(s), if any scheduled
- e. Old Business
- f. New Business
- g. Reports of Officers, Committees, and/or Staff
- h. Approval of Minutes

Bylaws of the Suffield Planning & Zoning Commission

- i. Correspondence
- j. Miscellaneous
- k. Adjournment

- Section (2) A motion from the floor must be made, seconded and passed in order to dispense with any item on the agenda or to change the order of business.
- Section (3) A two-thirds vote is required to add new business to the agenda of a regularly scheduled meeting. (REVISED 12/3/01)
- Section (4) Any application that requires a public hearing shall be officially received at the next regularly scheduled meeting of the Commission. Upon receipt of a complete application by the Commission, at such meeting, the matter shall be set down for public hearing.

**ARTICLE X
HEARINGS**

- Section (1) The Commission may hold such other public hearings in addition to regular public hearings as it decides to be in the public interest.
- Section (2) All public hearings prescribed by law shall be held in accordance with the requirements set forth by law for such hearings.
- Section (3) The matter before the Commission shall be presented in summary by the Chairman or a staff member and parties in interest shall have the privilege of the floor.
- Section (4) Evidence at such hearings shall be taken in the manner prescribed by General Statutes §8-7a, as the same may be amended from time to time. Proceedings of the hearing shall be incorporated into the minute book of the Commission and be a permanent part of that record or tape recorded.

**ARTICLE XI
CONDUCT OF THE PUBLIC HEARING**

- Section (1) The Chairman of the Commission shall preside at the public hearing. In the event of his absence or disqualification, the Vice Chairman or a member duly appointed by the Commission shall act as presiding officer at such hearing. (REVISED 12/3/01)
- Section (2) The Secretary or Chairman shall read the legal advertisement including the name of the newspaper and the dates the advertisement appeared. (REVISED 4/18/2016)
- Section (3) A summary of the question or issue shall be stated by the presiding officer at the opening of the public hearing. The Chairman shall describe the method of conduct of the hearing. Comments shall be limited to the subject advertised for hearing.
- Section (4) The Chairman shall first call for statements from the proponents. The opponents shall be given equal opportunity to comment. The order of statements may be reversed at the discretion of the Commission. Whichever order is adopted, each side shall make its presentation in succession without allowing an inter-mixture of comments for and against the proposition. Each side shall have an initial maximum period of one hour, and each succeeding period shall consist of a maximum of one-half hour for each side. All questions and comments shall be directed to the Chair and may be made only after the person so questioning or commenting has been properly recognized by the presiding officer.

Bylaws of the Suffield Planning & Zoning Commission

- Section (5) All persons recognized may be requested to approach the hearing table in order to facilitate proper recording of comments. Before commenting on a matter before the hearing, each person shall give his name and address.
- Section (6) The presiding officer shall assure an orderly hearing and shall take necessary steps to maintain order and decorum at the hearing at all times. The presiding officer may terminate the hearing in the event the discussion becomes unruly or unmanageable.
- Section (7) The show of hands by those persons present shall not be allowed of any general question presented at the public hearing. The hearing shall be conducted only for the purpose of taking testimony to be considered by the Commission in its deliberations at its regular meeting. If a general consensus of the meeting is desired, the Commission may provide properly identified sheets on which voters and property owners may signify in writing their opinion as either in favor of or opposed to the proposition before the public hearing.

ARTICLE XII
RULES GOVERNING PHOTOGRAPHY AND VIDEO/AUDIOTAPING OF MEETINGS
(ADOPTED 12/17/01)

Any individual or entity may record, broadcast, or photograph any public session of the Suffield Planning and Zoning Commission (the "Commission") providing the following procedures and limitation are adhered to [as provided in Sec. 1-226 of the Connecticut General Statutes as amended]:
(REVISED 8/18/08, 4/18/2016)

- Section (1) Notification and Location of Equipment – The person wishing to record, broadcast, or photograph any meeting shall notify the Chairman of their intentions before any device is activated to accomplish that purpose. Such equipment shall be located and operated so as to not interfere with the proceedings of the meeting. (4/18/2016)
- Section (2) Removal of Equipment - If in the opinion of the Chairman, undo disturbance is created because of the recording, broadcasting, or photographing of a Commission meeting, the person or entity operating equipment associated with such activity shall be asked to stop and the equipment removed.

ARTICLE XIII

General Statutes §1-200 et. seq. as the same may be amended from time to time, shall govern the proceedings of the Commission. (REVISED 12/3/01)

ARTICLE XIV
AMENDMENTS

These bylaws may be amended by a two-thirds vote of the entire voting membership of the Commission and 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: 10/21/85, 7/18/88, 12/06/93, 12/18/95, 12/03/01, 12/17/01, 8/18/08, 4/18/2016, 12/20/21