

Fenwick Historic District Commission
By-Laws

ARTICLE I

Purpose and Authorization

The objectives and purposes of the Historic District Commission of the Borough of Fenwick are those set forth in the Connecticut General Statutes, Revision of 1958, as amended, Section 7-147a through Section 7-147k, and those powers and duties delegated to the Historic District Commission by the aforementioned statutes by the Ordinance Establishing a Historic District within the Borough of Fenwick of October 1, 1975, as amended, in accordance with the above enabling law.

ARTICLE II

Name

The Commission shall be known as the Fenwick Historic District Commission, and may hereinafter be referred to as the Commission or as The Historic District Commission.

ARTICLE III

Membership

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

ARTICLE IV

Officers and Their Duties

Section 1. The officers of the Commission shall consist of a Chairperson, a Vice-Chairperson and a Clerk.

Section 2. The Chairperson shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers. The Chairperson shall have the authority to appoint committees, call special meetings, and generally perform other duties as may be prescribed in these By-Laws.

Section 3. The Chairperson shall be one of the Commission members and shall have the privilege of discussing all matters before the Commission and of voting thereon.

Section 4. The Vice-Chairperson shall act for the Chairperson in his or her absence and have the authority to perform the duties prescribed for that office. The Vice-Chairperson shall be one of the five Commission members or three Alternate members.

Section 5. The Clerk shall keep the minutes and records of the Commission and shall prepare the agenda of regular and special meetings under the direction of the Chairperson, provide notice of all meetings to Commission members, arrange proper notice of all meetings to Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission, and such

other duties as are normally carried out by a clerk. The Clerk shall be one of the five Commission members or three Alternate members.

Section 6. In the absence of the Clerk, for any reason whatsoever, the Chairperson shall appoint a Clerk pro-tem.

ARTICLE V

Election of Officers

Section 1. An annual organization meeting shall be held within the month of July at which time officers will be elected and By-Laws reviewed and be made a part of the minutes of the annual meeting. Officers will be elected by a majority vote of members present.

Section 2. Vacancies in offices shall be filled by regular election procedure as herein specified with terms to run until the next annual organization meeting.

Section 3. Resignations from the Commission shall be in written form and transmitted to the Clerk of the Borough, with a copy to the Chairperson.

ARTICLE VI

Meetings

Section 1. Regular meetings will be held in July or August. The Clerk shall notify the membership of regular meetings and shall post a notice of the meeting on the sign post at the juncture of Fenwick Avenue and Agawam Avenue as well as at the Borough Office not less than 72 hours in advance of such meeting.

Section 2. Special meetings of the Commission may be called at any time by the Chairperson. The Clerk shall notify the membership of the special meetings and shall post a notice of the meeting on the sign post at the juncture of Fenwick Avenue and Agawam Avenue as well as at the Borough Office not less than seven days in advance of such meeting.

Section 3. In order to transact business at any meeting, a quorum of three members must be present. One of those members must be the Chairperson or Vice-Chairperson. Of the remaining members, at least one must be a regular member of the Commission.

Section 4. In case any member of the Commission is unable to act because of absence, sickness or self-interest, his or her place shall be taken by an alternate member designated by the Chairperson.

Section 5. All Commission meetings shall be open to the public when in session and shall be closed to the public for executive session in accordance with CGS Section 1-200 et. seq. and only when so voted by the majority of the Commission members present and voting.

Section 6. Unless otherwise specified, "Robert's Rules of Order" shall govern the proceedings at meetings of this Commission.

ARTICLE VII

Disqualification

No members of the Commission shall participate in any hearing or decision on any matter when disqualified for self-interest, personal, financial or otherwise. In the event of such disqualification, it shall be entered upon the records of the Commission and the place of the member disqualified shall be taken by an alternate member designated by the Chairperson.

ARTICLE VIII

Hearings

Section 1. The Commission may hold public hearings, in additions 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 with the requirements set forth for such hearings in the Ordinance establishing an Historic District within the Borough of Fenwick.

Section 3. The Chairperson of the Commission shall preside at the public hearing. In the event of the Chairperson's absence, the Vice-Chairperson shall act as presiding officer.

Section 4. The Clerk shall read the legal advertisement and note the dates and newspapers in which the advertisement appeared.

Section 5. A summary of the question or issue shall be stated 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 Chairperson shall describe the method of conduct of the hearing.

Section t. The Chairperson 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. Whichever the case may be, each group shall make its presentation in succession without allowing an intermixture of comments pro or con. Opportunity for a brief rebuttal may be allowed at the discretion of the Chairperson.

ARTICLE IX

Amendments

Section 1. The By-Laws of the Commission may be amended by a 2/3 majority vote of the Commission members present provided a copy of the proposed amendment shall have been furnished with a notice of such meeting.

Revised 7/30/84; 3/2/13; 7/6/13.