

GRANVILLE CONSERVATION COMMISSION BYLAWS

ARTICLE I. OBJECTIVES

The objectives and purposes of the Conservation Commission of Granville, Vermont are as stated in Title 24, VSA Chapter 118: Conservation Commissions.

ARTICLE II. OFFICERS, MEMBERS AND THEIR DUTIES

The Conservation Commission shall consist of not less than 3 members nor more than 9 members appointed by the selectmen to each serve a 4 year term. Commission members need not necessarily be residents of Granville. However, a majority of members (two-thirds of the total membership number) shall be residents; while the remainder may be non-resident property owners in good standing.

Section 1. The officers of the Conservation Commission shall consist of a Chairperson and a Secretary, each of whom shall be residents of Granville.

Section 2. The Chairperson or appointee of the Chairperson shall preside at all meetings and hearings of the Conservation Commission and shall have the duties normally conferred to such offices.

Section 3. The Chairperson shall be one of the resident members of the Commission. The Chairperson shall have the privilege of setting the agenda for the Commission for regular and special meetings.

Section 4. The Secretary shall keep the minutes and records of the Commission and distribute the minutes to the Commission members and to the Town Clerk within 5 days of each meeting. The Secretary shall warn meetings to Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission and to such other duties as are normally carried out by a Secretary.

ARTICLE III. ELECTION OF OFFICERS

Section 1. Officers shall be elected by ballot each June by Commission

members after each year's new appointments.

Section 2. A candidate receiving a majority vote of the entire membership of the

Conservation Commission shall be declared elected and shall serve for 1 year or until his successor shall take office.

Section 3. Vacancies in offices shall be filled immediately by regular election procedure.

ARTICLE IV. MEETINGS

Section 1. Meetings shall be held on a regularly scheduled basis the second Monday of the following months: March, June, September and December.

Section 2. If a member misses 2 consecutive regular meetings, without due notification to the Chairperson, the Conservation Commission, by majority vote, may recommend to the Selectboard that said member be removed from the Commission.

Section 3. A majority of the membership of the Commission shall constitute a quorum. The number of votes necessary to transact business shall be a quorum of the membership of the Commission. All formal action shall be by roll call and any Commission member may request a roll call on any vote. A record of roll call voting shall be kept as a part of the minutes.

Section 4. Special meetings may be called by the Chairperson or by any 3 Commission members. The Secretary shall also post notice at the Town Clerk's office of any special meeting. The Secretary shall notify all members of the Commission not less than 5 days in advance of such a special meeting. The notice shall specify the purpose of the meeting and no other business will be considered except by unanimous consent of the Commission.

Section 5. All meetings at which official action is taken shall be open to the general public.

ARTICLE V. ORDER OF BUSINESS

The order of business at regular meetings shall be:

1. Roll Call
2. Communications and bills
3. Agenda items as scheduled by the Commission Chairperson
4. Unfinished Business
5. New Business
6. Reading and approval of current minutes
7. Adjournment

ARTICLE VI. COMMITTEES

Section 1. Standing committees may be appointed by the Chairperson and approved by the full Commission. Ad hoc committees may be appointed by the Chairperson when special short term needs arise. The duties of each committee should be listed and recorded in the Commission minutes.

ARTICLE VII. EMPLOYEES, PROFESSIONAL ASSISTANCE

Section 1. The Commission may retain such staff and consultant assistance as it sees fit to aid the Commission in its work.

ARTICLE VIII. HEARINGS

Section 1. In addition to those required by law, the Commission may at its discretion, hold public hearings when it decides that such hearings will be in the public interest.

Section 2. Notice of such hearings shall be published in the official newspaper of the municipality or in a newspaper of general circulation at least 10 days before the time of public hearing.

Section 3. The case before the Commission shall be presented in summary by the Secretary or a designated member of the Commission and parties with interest shall have the privileges speaking to the merits of the case.

Section 4. A record shall be kept of those speaking before the Commission.

ARTICLE IX. AMENDMENTS

Section 1. These bylaws may be amended, revised, or repealed by a vote of a quorum of the Conservation Commission at a regular meeting.

