

**BYLAWS FOR THE LAKE POCOTOPAUG COMMISSION
OF
THE TOWN OF EAST HAMPTON, CONNECTICUT**

Adopted November 16, 2006
Amended December 21, 2006

ARTICLE I

Purpose and Authorization

The objectives and purpose of the Lake Pocotopaug Commission of the Town of East Hampton are those set forth in "4.19 AN ORDINANCE ESTABLISHING THE LAKE POCOTOPAUG COMMISSION", adopted at the regular meeting of the East Hampton Town Council on May 23, 2006, effective June 22, 2006, and as amended. The powers and duties delegated to the Lake Pocotopaug Commission are those set forth in the aforementioned ordinance.

ARTICLE II

Name

The Commission shall be known as the Lake Pocotopaug Commission.

ARTICLE III

Office of Lake Pocotopaug Commission

The office of the Lake Pocotopaug Commission shall be at the location set forth in the aforementioned ordinance. All Commission records, maps, etc. will be filed or recorded at the location set forth in the aforementioned ordinance.

ARTICLE IV

Membership

Section 1. The membership, terms of office, appointment of members, filling of vacancies on the commission, notification of absence and attendance policy, shall be as set forth in the aforementioned ordinance.

Section 2. The number of voting members of the Commission shall be the total number of commission members of which the commission consists, and with any exclusion(s), as set forth in the aforementioned ordinance.

Section 3. Resignations from the Commission shall be in written form and transmitted to the Chairman or Town Staff who will then forward same to the appointing authority.

ARTICLE V

Officers and Their Duties

The officers of the Commission and their duties shall be as set forth in the aforementioned ordinance.

ARTICLE VI

Election of Officers

Section 1. An annual organizational meeting shall be held for the regular monthly meeting date in July, at which officers will be elected and bylaws reviewed and made part of the minutes of the monthly meeting. A quorum of regular members must be present before the election of officers can take place.

Section 2. Nominations of the officers specified in Article V shall be made from the floor and voting shall be by a method approved by a majority of the members.

Section 3. A candidate receiving a majority of those present and voting, but no less than a majority of the voting membership shall be declared elected and shall serve for one year or until his or her successor shall take office.

Section 4. Vacancies in offices of chairman and vice chairman shall be filled at the next regular Commission meeting, in a manner consistent with this article.

Section 5. The Commission may remove any officer during their term by a vote of at least two thirds of the Full Commission.

ARTICLE VII

Meetings

Section 1. Regular monthly meetings will be held on the third [3rd] Thursday of the month at 7:00 pm at the East Hampton Town Hall.

Section 2. A majority of the voting membership of the Commission shall constitute a quorum. The number of affirmative votes necessary to transact business shall be a majority of the commission.

Section 3. All Commission meetings shall be open to the public as provided by the law. The Commission may, by a majority of those present and voting, enter into executive session, only for matters permitted by the Freedom of Information Act.

Section 4. Special meetings may be called at the discretion of the Chairman who shall so notify the Staff Liaison. The Staff Liaison shall notify all members of the Commission in advance of such meeting.

Section 5. Robert's Rules of Order shall govern the proceedings at the meetings of the Commission.

ARTICLE VIII

Disqualification-Conflict of Interest

Members of the commission shall be bound by the East Hampton Code of Ethics. In the event of a conflict of interest as described in the Code, a member of the Commission shall disqualify himself or herself from participating in the hearing or discussion of the Commission on the matter related to the conflict. In the event of such disqualification, such fact shall be entered on the records of the Commission.

Membership on another Board, Commission or Agency within the Town by a member of the Commission does not preclude his acting upon a license application sought by said Board, Commission or Agency.

ARTICLE IX

Order of Business

The order of business at regular meetings shall include at least the following items:

- a. Call to Order
- b. Approval of minutes of previous meeting(s)
- c. Citizen Commentary
- d. Communications and Reports of Commissioners and Committees
- e. Old (Continued) Business
- f. New Business
- g. Adjournment

ARTICLE XI

Committees

Section 1. Committees may be established by the Commission for the purposes and terms specified by the Commission.

Section 2. The Chairman shall appoint members of Committees.

Section 3. A majority of committee members shall be present for the conduct of committee business.

ARTICLE XII

Amending By-Laws

These bylaws may be amended by a majority vote of the entire voting membership of the Commission, only after the proposed change has been read and discussed at a previous meeting, except that the bylaws may be changed at any meeting by the unanimous vote of the entire voting membership of the Commission.