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Regional Planning Commission of the Capitol Region
May 2019 Draft Updates to
Rules of Procedure
As Approved by the CRCOG Policy Board, May 25, 2016

Note: The following edits shown in red are proposed added material and those with strikethroughs are proposed deletions. These edits are based on the comments of the RPC Rules of Procedure Subcommittee discussions of April 10, 2019.

Functions

The Comprehensive Planning duties and responsibilities of the Council shall be carried out by the Regional Planning Commission. The Commission shall act on behalf of and as a Standing Committee of the Council. The planning duties and responsibilities of the Commission shall include but need not be limited to Comprehensive Planning and Functional Planning as follows:

- 1) Comprehensive Planning. The Regional Planning Commission shall prepare and keep up-to-date a general plan of conservation and development for the Capitol Region.
- 2) Functional Planning. The Regional Planning Commission shall carry out planning activities for specific functional areas, directed at achieving more immediate implementation of policies contained in the general plan of conservation and development for the Capitol Region.

Reports, Plans & Policies

At the direction of the Council, the Regional Planning Commission shall prepare and keep up-to-date a general plan of conservation and development, and prepare other plans and documents as the Council shall deem appropriate. Any such instructions of the Council shall specify a reasonable time period in which to the Commission shall take the action required by such instructions.

Referrals

All land use matters referred to the Council, or otherwise required to be referred to and considered by a regional Council of Governments, shall be considered, commented upon, and findings issued by the Regional Planning Commission. The Commission shall establish procedures to govern those reviews. ~~To allow timely consideration and response to referrals, CRCOG staff may review, comment upon, and transmit comments to municipalities and other interested parties, without prior consideration by the Commission. The Commission shall be informed of staff comments written on their behalf and shall monitor the processing of referral reviews and comments by staff.~~ Any party initiating a referral request may appeal any finding of the Commission to the Council for further consideration. To be considered by the Council, all appeals must be filed in writing within the ten days of the issuance of the Commission finding. Appeals by parties in Regional Planning Commission findings conducted under these Rules of Procedure, shall be acted on by a majority of the representatives of the Council. The Council shall consider the finding of the Commission regarding any such matter, but shall be entitled to take any action regarding such matter as it shall deem appropriate. If no appeal is filed, then the findings of the Commission shall be deemed the findings of the Council.

Procedures

The Commission shall prepare, adopt and submit to the Council a Statement of Procedures to be followed by the Commission in fulfilling its responsibilities. Such procedures shall take effect upon their adoption by the Council. Modifications in such procedures may be made from time, to time by the adoption of any such modification by the Commission and the Council, respectively.

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Membership and Representation

Each member municipality of the Council may appoint one representative and one alternate to the Regional Planning Commission, except that the City of Hartford may appoint ~~three additional~~ ~~two~~ representatives ~~appointed by its legislative body and two alternates in accordance with Special Act 73-79~~. Alternate members shall, in the absence of the duly appointed representative, have the same rights and privileges as the official representatives. Such representatives shall be electors of his or her member municipality and on its planning or planning and zoning commission. Such representatives shall be appointed by the planning or planning and zoning commission with the concurrence of the appointing authority of such members, except that the City of Hartford may allow one representative to be appointed by its planning and zoning commission with the others to be appointed by its legislative body from the electorate at large. Each representative or alternate shall be entitled to one vote in the affairs of the Commission. ~~Each representative or alternate shall be appointed for a two-year term.~~

Meetings of the Commission

Unless otherwise specified by resolution of the Commission, the regular meetings of the Commission shall be held ~~on a quarterly basis each year on the third (3rd) Thursday of a month, in January, March, May, September and November of each year, according to a schedule to be set by the Commission, and~~ subject to the right of the Chairman of the Commission to cancel regular meetings in the absence of any business to come before any such meeting.

Special meetings of the Commission shall be held by call of the Commission Chairman, or by petition of 15% of the representatives of the Commission.

Each representative and alternate shall be sent notices of meetings electronically at least seven (7) days before the meeting date. The notices shall include the place and time of the meeting and a statement of the purpose of the meeting and an agenda for the meeting.

Roberts Rules of Order will be followed to conduct each meeting.

~~At least once every two years, at a meeting of the Commission, a briefing on legal requirements for planning and zoning commission members shall be provided.~~

Quorum

For conducting the Commission's business, a majority ~~one-third~~ of the Commission's ~~active~~ representatives shall constitute a quorum. ~~As used herein, the term "active representatives" shall mean all representatives of the Commission except for those representatives, if any, who shall not have attended, in person or through an alternate, at least one of the three immediately preceding regular meetings of the Commission.~~

Action of the Commission

Action of the Commission shall be by a majority vote of those representatives constituting the quorum; provided, however, that adoption of a regional plan of conservation and development or part or amendment thereof, shall be by the affirmative vote of not less than a majority of all ~~active~~ representatives of the Commission.

95 **Officers**
96 Officers of the Commission shall include a Chairman and Vice Chairman, to be selected by the
97 Commission representatives. The officers shall perform all duties incident to the particular office. The
98 officers shall serve for two years with new officers to be selected every two years at the ~~regular~~ **second**
99 **quarterly** meeting of the Commission. ~~in the month of January.~~

100
101 **Nominating Committee**
102 There shall be a nominating committee whose duty is to propose eligible candidates for the offices of
103 Chairman and Vice Chairman. The Nominating Committee shall be composed of at least three members
104 of the Commission who volunteer to serve on the committee and who will not run for the office of
105 Chairman or Vice Chairman. Eligible commission members shall be those who have demonstrated an
106 interest in the commission through regular attendance. No later than the first quarterly meeting of an
107 election year, the nominating committee shall request nominations from members of the Commission.
108 Candidates shall be requested to submit to the Nominating Committee statements summarizing their
109 backgrounds and their interest in the office. The Nominating Committee shall meet to review candidate
110 attendance records and candidate statements and shall present slates for voting at the second quarterly
111 meeting of the Commission.

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Commented [LPD1]: Note, Subcommittee members stated nominating committee should be formed in January and voting should take place in March to allow newly appointed members to become more familiar with the Commission. If meetings are to be held only quarterly, the vote for officers would come later in the year than March.

Commented [LPD2]: Note: Roberts Rules states that "Persons serving on the committee can be nominated for office."
https://westsidetoastmasters.com/resources/roberts_rules/chap12.html