

Regional Planning Commission of the Capitol Region Rules of Procedure

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.

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 representatives appointed by its legislative body 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, 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, one-third of the Commission's representatives shall constitute a quorum.

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 representatives of the Commission.

Officers

Officers of the Commission shall include a Chairman and Vice Chairman, to be selected by the Commission representatives. The officers shall perform all duties incident to the particular office. The officers shall serve for two years with new officers to be selected every two years at the second quarterly meeting of the Commission.

Nominating Committee

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