

BY-LAWS
WILSON/DEERFIELD ADVISORY COMMITTEE

ARTICLE I

Name

This organization, situated in the Town of Windsor, shall be known as the Wilson/Deerfield Advisory Committee.

The Wilson/Deerfield area refers to the area described as follows:

It's the area generally bounded by Rood Ave. and Portman St. on the north, the Connecticut River to the east, I-91 to the west; the Windsor-Hartford Town line to the south.

ARTICLE II

Purpose

Advise the Town Council and the Town Manager in planning, coordinating and promoting rehabilitation activities and improving living conditions in the Wilson/Deerfield area.

1. Investigate or assess matters pertaining to this area referred by the Town Council, Town Manager or one of the several town departments.
2. Recommend new programs to the Town Council and/or Town Manager.
3. Committee will act pursuant to the authority of the. Connecticut General Statutes, the Windsor Town Charter and Ordinances.

ARTICLE III

General Operating Policies

1. Wilson/Deerfield Advisory Committee will operate in the general public interest, serving the entire community. It will serve no special interests.
2. The Committee will cooperate with official agencies having legal responsibility for activities in Wilson and Deerfield. It will avoid criticism of public officials. It will advance positive, constructive recommendations to the-Town Council and Town Manager for improving living conditions.
3. The Committee will encourage and help all responsible local agencies, organizations, groups and individuals to engage in rehabilitation and other activities.

4. The Committee's recommendations will be based upon competent analysis of the problems in the area, with major attention given to all citizens' needs.

ARTICLE IV

Membership

1. Membership shall not exceed nine exclusive of the ex-officio members.
2. Members shall- represent a cross-section of people who have an interest in Wilson and Deerfield. Only one member shall be appointed from outside the Wilson/Deerfield area.
3. Members of the Committee shall be appointed by the Town Council for a term not to exceed three years. New members, not related to any current member, may be recommended to the Town Council by members of the Wilson/Deerfield Advisory Committee.
4. Ex-officio members shall not vote or hold office and shall represent agencies performing Town functions-in Wilson/Deerfield:

i.e.: Town Manager or his designee
Town Planner
Police Chief or his designee
Rehabilitation Specialist
Parks Superintendent Town
Engineer
Recreation Director
Public Works Director
5. Members are requested to attend all regular meetings during the year. Any member absent four consecutive meetings will be subject to removal from membership on Wilson/Deerfield Advisory Committee by, the Town Council.
6. Members who move from the Wilson/Deerfield area should notify the chairperson of the change and shall immediately transmit a letter of resignation to the Windsor Town Council so that a new member may be appointed to fill the vacancy.
7. No members should hold elected office in this town while a committee member.

ARTICLE V

Officers

1. Offices of the Wilson/Deerfield Advisory Committee shall be: Chairperson and Secretary.
 - a. All officers shall be elected for a period of one year, by majority vote of the members at the Annual Meeting.

- b. Vacancies occurring among the officers shall be filled by majority vote of the members at any regular meeting for the remainder of the term. Notification of the election shall be sent to all members prior to the meeting.
2. Duties of the Chairperson:
 - a. Preside at all regular and special meetings of the committee.
 - b. Prepare and present a summary report of the year's activities at the Annual Meeting and submit the same in writing to the Town Council.
 3. Duties of the Secretary:
 - a. Shall conduct all correspondence of the Committee.

ARTICLE VI

Nominations and Elections

1. Election shall be held by a majority of the membership at the annual meeting.

ARTICLE VII

Meetings

1. The Annual Meeting of Wilson/Deerfield Advisory Committee shall be held in September.
2. Regular meetings shall be held every other month from September through June on the fourth Thursday of the month at 7:00P.M. The place and date of regular meetings may be changed by majority vote of the members present. A majority of the voting membership shall constitute a quorum.
3. Special meetings may be called by the Chairperson or upon request of four members.
4. All regular meetings shall be open meetings. Members of the public will be encouraged and given an opportunity to discuss and comment on agenda items, if interested, and to present matters for consideration of the Committee during public communications.
5. The agenda shall be prepared by the Chairperson; members may submit business to be considered by submitting same to the Chairperson seven days prior to the meetings. The agenda and previous minutes shall be distributed to the general membership at least 24 hours prior to each meeting.
6. The prepared agenda shall include material from the Town Manager or his designee and any material submitted by a member of the Committee. Unless waived by consent of a majority of the members present, no action shall be taken on any matter not included on the agenda.

7. The order of business at regular meetings shall be as indicated in published notice of meeting.
8. Robert's Rules of Order shall govern the procedure of Committee meetings; however, all meetings shall be conducted as informally as practicable according to the prepared agenda.

ARTICLE VIII

Committees

1. All committees and committee chairpersons shall be appointed by the Chairperson.

ARTICLE IX

Revenue and Expenditures

1. All budget expenditures shall be spent from funds appropriated by the Town Council.
2. A budget, prepared by the chairperson and passed by the Committee, with the approval of a majority of the members present shall be submitted to the Town Council via the Town Manager annually in January.

ARTICLE X

Amendments

1. These By-laws may be amended by a two-thirds vote of the members present at any regular meeting. Amendments shall be presented to the Committee in writing, at least seven days prior to the meeting at which action is to be taken.