

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.

ARTICLE II

Purpose

1. Advise the Town Council and the Town Manager in planning, coordinating and promoting rehabilitation activities and improving living conditions in the Wilson area.
2. Investigate or assess matters pertaining to this area referred by the Town Council, Town Manager or one of the several town departments.
3. Recommend new programs to the Town Council and/or Town Manager.
4. Committee will act pursuant to the authority of the Connecticut General Statutes.

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. 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.

- 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 and vote on all matters only when it is necessary to break a tie.
- b. Act as chairperson of the Executive Committee and serve as an ex-officio member of all special and standing Committees.
- c. 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.
- d. Call special meetings not sooner than 24 hours after the notice and shall state all the business to be considered at that meeting.

3. Duties of the Secretary:

- a. Shall conduct all correspondence of the Committee.

ARTICLE VI

Nominations and Elections

- 1. There shall be a Nominating Committee, composed of a chairperson and two other members, appointed each year by the Chairperson two months prior to the Annual Meeting.
- 2. The Nominating Committee shall submit to the Annual Meeting nominations for:
 - a. Chairperson
 - b. Secretary
- 3. There shall be an opportunity for nominations from the floor, provided that consent of those to be nominated shall have been obtained first.
- 4. Election shall be held by a majority of the membership.

ARTICLE VII

Meetings

1. The Annual Meeting of the Wilson/Deerfield Advisory Committee shall be held in September.
2. Regular meetings shall be held monthly from September through June on the fourth Wednesday of the month at 7:30 P.M. The place and date of the 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.
2. The Executive Committee, consisting of the elected officers, shall meet upon request of the Chairperson to consider matters of policy, program, procedure or

such other matters which require executive consideration. All actions of the Executive Committee shall be approved by the membership at a regular meeting.

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 Executive Committee, with the approval of a majority of the members present shall be submitted to the Town Council via the Town Manager annually in February.

ARTICLE X

Amendments

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 Executive Committee for approval and sent by the Executive Committee to all members in writing, at least seven days prior to the meeting at which action is to be taken.

ARTICLE XI

These By-laws shall become effective upon the end of the term in which they are adopted.