

**SECTION 2****RULES OF PROCEDURE****2.1 Regular Meetings**

Regular Meetings of the Water Pollution Control Authority (W.P.C.A.) shall be held the first Tuesday of every month except for the months of July and August; the November regular meeting shall be scheduled on the first Wednesday of the month.

**2.2 Special Meetings**

Special Meetings of the Authority may be called by or at the request of the Chairperson or any two (2) members of the Authority. The person or persons authorized to call special meetings of the Authority may fix the time and place for holding such meetings. "Work Sessions" shall be considered special meetings except that in meetings designated as work sessions, no formal votes may be taken except votes to go in and out of executive session.

**2.3 Notice**

Notice of any special meeting shall be given at least forty-eight (48) hours previous thereto by written notice delivered personally or mailed to each member at his/her home address. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid. Any member of the Authority may waive notice of any meeting. The attendance of a member of the Authority at a meeting shall constitute waiver of notice of such meeting except where a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at a special meeting of the Authority shall be specified in the notice of such meeting.

**2.4 Executive Session**

All meetings of the Authority for the transaction of business shall be open to the public unless by four (4) affirmative votes, the Authority shall vote to go into executive session after stating the reason for such executive session on the record.

## Rules of Procedure

### 2.5 Duties of the Chairperson

The Chairperson shall preside over all meetings and hearings of the Authority and perform all other duties normally conferred by the basic parliamentary usage on such officers. The Chairperson shall appoint committees. The Chairperson shall be a member of the Authority. He/she shall not be deprived of his/her vote on any question.

### 2.6 Duties of the Vice-Chairperson

The Vice-Chairperson shall act for the Chairperson when the Chairperson is absent, or if a motion is being made that concerns only the Chairperson, and shall have the authority to perform the duties prescribed for that office. The Vice-Chairperson shall be a member of the Authority.

### 2.7 Duties of the Secretary

The Secretary shall be responsible for keeping all the records of the Authority, keeping an up-to-date list of all the members, notifying members of elections, signing all approved minutes and other certified records of the Authority. The Secretary shall read the legal notice as advertised before each public hearing is held, and shall preside over meetings in the absence or disability of the Chairperson and Vice-Chairperson. The Secretary shall be a member of the Authority.

### 2.8 Quorum

The presence of four (4) members of the Authority shall constitute a quorum.

### 2.9 Agenda

The Chairperson shall be responsible for preparing the agenda for all regular meetings of the Authority and shall see that copies are distributed to members within a reasonable time before such meeting.

### 2.10 Elections

The members of the Water Pollution Control Authority shall elect a Chairperson, Vice-Chairperson, and Secretary from their midst, to serve in such capacity for a period of two (2) years, or until a successor is elected in accordance with Town Ordinance 1-1203.

## Rules of Procedure

### 2.11 Order of Procedure

The order of procedure at all regular meetings of the Authority shall be as follows:

- A. Roll Call
- B. Call to Order
- C. Acceptance of Minutes of Previous Meetings
- D. New Business
- E. Communication & Reports
- F. Public Participation (Items not on the Agenda)
- G. Bills, Change Orders, Disbursements
- H. Unfinished Business
- I. Motion to Go Into Executive Session to Discuss Pending Claims
- J. Adjournment

### 2.12 Suspension of Rules

The purpose is to set aside a rule (except bylaws, fundamental principles of parliamentary law, or rules that protect the absent members or basic rights of the individual). The motion to suspend the rules is used to take up a particular item of business out of its regular agenda order or to set aside a procedural rule. Rules may be suspended by a two-thirds vote of those members in attendance and voting.

### 2.13 Amendment of Rules

Any amendment of the Rules and Regulations, including Rules of Procedure shall require that the proposed change be written and submitted for discussion at a previous regular meeting of the Authority, and shall be adopted only upon the affirmative vote of not less than two-thirds of the entire voting membership.

### 2.14 Parliamentary Authority

The latest edition of Robert's Rules of Order shall serve as the procedure and parliamentary authority for the Authority unless inconsistent with these rules.

### 2.15 Mandatory Adjournment

All meetings shall adjourn by 10:00 p.m. unless this rule is waived by unanimous vote of the members of the Water Pollution Control Authority present at such meeting at such time.

## Rules of Procedure

### 2.16 Adoption of Rules & Regulations

Prior to the adoption, amendment or repeal of any rule or regulation, notice shall be given in accordance with the notice provisions of Section 7-247a of the Connecticut General Statutes as amended from time to time. The notice shall state the terms or substance of the intended action and the time, place and manner in which interested persons may present their views. All interested persons shall be afforded a reasonable opportunity to submit data, views, or arguments, orally or in writing. All written and oral submissions in regard to the proposed regulation shall be fully considered.

If the Authority determines that there is a threat to the public health, safety, or welfare requiring the adoption of a rule or regulation forthwith and states in writing its reasons for that finding, it may proceed without prior notice of hearing, or upon any abbreviated notice and hearing that it finds practical, to adopt an emergency rule or regulation. The rule or regulation shall be effective for a period of not longer than 60 days (renewable once for a period not exceeding 15 days), but the adoption of an identical rule as prescribed elsewhere in this section is not precluded. No rule hereafter adopted is valid unless adopted in substantial compliance with this section.

Each adopted rule is effective 7 days after filing with the Town Clerk except where:

1. A later date is required by statute or specified in the rule, the later date is the effective date.
2. Subject to statutory provisions, an emergency rule or regulation becomes effective immediately upon filing with the Town Clerk if the Authority finds that this effective date is necessary because of a threat to the public health, safety, or welfare, the Authority's find and a brief statement of the reasons therefore shall be filed with such rule or regulations.

The Authority shall take reasonable measures to make emergency rules known to the persons who may be affected by them.

### 2.17 Alternates

As set forth by Ordinance No. 103 of the Town of South Windsor, as amended, there shall be two (2) alternate members appointed by the Town Council to the Water Pollution Control Authority. The membership and terms of office shall be as prescribed in Ordinance No. 103. If a regular member of the Authority is absent or is disqualified, the Chairperson of the Authority may designate an alternate to act in place of the member, choosing an alternate in

## Rules of Procedure

rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available pursuant to such rotation, such fact will be recorded in the minutes of the meeting. Alternates shall receive notices of all meetings and hearings. Each alternate is expected to attend all scheduled meetings.

### 2.18 Voting Membership – New Item

“Voting memberships” shall mean a maximum number of seven (7) members, either the seven (7) appointed members, or a combination of appointed and alternates acting for appointed members at a given meeting. Motions shall be adopted by a minimum of four (4) votes of those members present. Actions to amend the bylaws shall require both previous notice and a minimum of four (4) votes.

### 2.19 Attendance – New Item

Appointed members and alternates are expected to attend all meetings. If a member or an alternate are absent for three (3) consecutive meetings his/her name shall be referred to the Town Council.

### 2.20 Conflict of Interest – New Item

When a member has a direct personal or monetary interest he or she shall not enter into the discussion or vote on the matter.

Adopted 1/19/70; Amended 1/21/86, 7/9/96, 7/14/98, 2/1/00,12/07/04)