

# **GREENFIELD CONSERVATION COMMISSION**

## **RULES & REGULATIONS**

### ARTICLE 1

### MEETINGS

The Conservation Commission, hereinafter called the CC, shall meet on the second and fourth Tuesday evenings of the month.

If the meeting date coincides with a holiday, the meeting will be rescheduled to the earliest possible date.

Meetings may be cancelled if no scheduled public hearings, no old business, and/or if no quorum exists. There must be one meeting per month.

The annual organizational meeting shall be the first meeting of the CC in July of each year. The Chair, Vice Chair and any other officers deemed necessary for the smooth and efficient running of the Commission shall be elected by a majority vote of a quorum. All full members attending the meeting shall vote.

The rules of parliamentary procedure comprised in Robert's current edition of "Rules of Order" shall govern the CC and its deliberations.

Special meetings of the CC may be called by:

- The Chair
- In that person's absence, the Vice Chair
- A majority of the CC

The order of business of regular meetings shall be:

1. Call to Order
2. Approval of Last Meeting's Minutes
3. Public Hearings
4. Other Business
5. Enforcement Updates
6. Project Monitoring
7. Correspondence
8. Site Visit Scheduling
9. Set Next Meeting Date
10. Adjourn Motion

ARTICLE 2 QUORUMS

Per the Greenfield Home Rule Charter, the CC consists of five (5) Full Members and two (2) Alternate Members. The five full members have voting power at all meetings. Alternate members may participate in a deliberation of the CC, but may not vote.

A quorum will consist of 3 voting members of the CC. Alternate members cannot help constitute a quorum.

ARTICLE 3 APPOINTMENTS

The Mayor is the appointing authority. Recommendations can be made by a majority vote of the full members.

ARTICLE 4 OFFICERS

Chair – The Chair shall preside at all meetings and shall exercise such powers as properly pertain to that office.

Vice Chair – The Vice Chair shall assume the responsibilities of the Chair in that person’s absence.

Chair Protem – In the absence of the Chair and Vice Chair, a Chair Protem may be elected for that meeting.

All resignations shall be made in writing and sent to both the Mayor and the Town Clerk. Verbal resignations will not be accepted.

ARTICLE 5 CLERK

A clerk will be provided by the Planning Department and usually have the title of Permits Manager (agent). The Permits Manager should be familiar with all facets of wetlands protection laws and be able to offer direction when requested and do research as needed.

The agent will be responsible for establishing, updating and/or maintaining the following:

- Copy of Massachusetts General Law 131, Section 40
- Copy of Wetlands Protection Act Regulations (310 CMR 10.00)
- Copy of the Wetlands Reference Manual for Conservation Commissions.
- Town Wetlands Bylaw

- Policy Bylaw
- Full and accurate records of all regular and special CC meetings.
- Any other records deemed necessary for CC's operation.
- Databases.

The agent shall be responsible for mailing to members, at least 3 working days prior to each regular meeting, notice of the meeting, agenda materials, and the minutes of the previous meeting.

The agent shall act as the Corresponding Agent for the CC, preserving copies of all correspondence.

The agent shall perform all other duties incident to the office, or that may be required by the CC.

## ARTICLE 6

### BOARD FUNCTIONING

The CC shall act as a unit and decisions relative to conservation issues, especially those concerning Public Hearings, shall be settled by a formal vote at a legally called meeting.

Following three unexplained consecutive absences from scheduled meetings, the absent CC member will be contacted by the CC Chair to determine the intention of that member regarding future membership.

Members must be on time and stay for the duration of the meeting or site visit. If attendance becomes problematic to the smooth working of the Commission, the Chair will address the issue with the member. If it continues to be an issue, the Chair will contact the Mayor for resolution. Excused absences should be reported to the Chair and designated in the meeting minutes. CC members must act professionally at all times while representing the Town.

Only CC members who have attended all portions of a wetlands hearing should vote on that application. Other members should abstain. Positive votes of 3 members are required for passage.

## ARTICLE 7

### ASSOCIATE MEMBERS

Associate members can be appointed by a majority vote of the CC as unpaid consultants.

Associate members terms expire at the end of June each year. A vote at the organizational meeting during July may reappoint them. They need not attend the meeting to reapply.

Associate members are to receive copies of the agenda and minutes.

## ARTICLE 8 CONSERVATION LAND

The CC shall keep a list of all the land it is responsible for by map/parcel and acreage.

Separate bank accounts will be kept for each address. Those funds will be used for passive recreation purposes.

The CC shall set rules and regulations for the use of conservation land under its jurisdiction and can amend these rules and regulations by a majority vote of the CC.

## ARTICLE 9 EDUCATION

The Mayor and the CC recognizes the fact there is a long learning curve for a new member to become a competent member. The CC budget carries educational dollars for this purpose.

It is recommended that members attend the spring and/or fall seminars offered by Massachusetts Association of Conservation Commissions (MACC). MACC also offers courses that a CC member will find useful.

Approval of these expenditures takes a majority vote of the CC and must be sent to the Mayor for approval prior to the meeting.