



BY-LAWS AND RULES OF PROCEDURE
PLANNING COMMISSION
CITY OF NORWALK

Adopted – February 19, 1992

Revised: September 14, 2010

September 24, 2010

Changes Effective: November 1, 2017

By-laws and Rules of Procedure of the Planning Commission for the City of Norwalk, Connecticut

Article I - Establishment

Section 1. Purpose and Authorization

The objectives and purposes of the Planning Commission are those set forth in Chapter 126 of the Connecticut General Statutes, as amended, and those powers and duties delegated to the Planning Commission by Article XII of the Charter of the City of Norwalk, and Chapter 79 Article I of the Code of the City of Norwalk.

Section 2. Name of Commission

The Commission shall be known as the Planning Commission for Norwalk.

Section 3. Office of Commission

All Public Hearings and meetings shall be held at the place designated in the call of the meeting.

Article II - Membership

The membership and term of office shall be as specified in Article XII of the Charter and Chapter 79, Article I of the Code of the City of Norwalk.

Section 1. Appointment of Members

There shall be eight (8) members who shall be appointed by the Mayor with approval of the Common Council.

Section 2. Removal

Members may be removed for neglect of duty or malfeasance in office. Three successive absences from meetings, without a reasonable excuse shall be deemed neglect of duty.

Removal from office shall require a majority vote of the Common Council following a Public Hearing, duly advertised.

Section 3. Terms

Members shall be appointed for terms of four (4) years except that initial appointments shall be made for staggered terms as follows:

3 members - term ending 7/1/88

3 members - term ending 7/1/89

3 members - term ending 7/1/90

Article III - Officers

Section 1. Officers

The officers of the Commission shall consist of a Chair, Vice Chair, and a Secretary.

Section 2. Election of Officers and Terms of Office

A Nominating Committee, consisting of three (3) members, whether regular members or alternates, **shall may** be appointed by the Chair at the Commission's September meeting. The Nominating Committee shall present a slate of officers to the Commission for consideration at the Commission's annual meeting in October, at which time the Commission shall vote on the proposed slate.

If the Chair does not appoint a Nominating Committee, nominations shall be taken from the floor at the October meeting.

Section 3. ~~Terms of Office~~

~~The officers shall be elected by majority vote of the Commission at the annual meeting.~~ Terms of office shall be for one (1) year beginning November 1st.

Section 3. Duties of the Chair

The Chair shall preside at all meetings and hearings and shall have the duties normally conferred by parliamentary usage on such offices.

The Chair shall have the authority to appoint committees, call special meetings, ~~sign all contracts~~ and other instruments made by the Commission as may be required by law.

At the meeting, the Chair shall submit such recommendations and information as may be considered proper, concerning the business affairs and policies of the Commission. The Chair shall also generally perform other duties as may be prescribed in these by-laws.

Section 5. Duties of Vice-Chair

In the absence of the Chair or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair; the Vice Chair shall perform such duties until the return of the Chair or until such time as the Commission shall elect a new Chair. The Vice Chair shall perform such other duties as from time to time may be assigned by the Chair.

Section 6. Duties of the Secretary

The Secretary shall sign all approved subdivision maps for filing in the town clerk's office.

Article IV. – Staff

Section 1. Executive Director

The Executive Director shall direct the staff and administer the business affairs of the Commission subject to the direction of the Commission. The Executive Director shall be charged with implementing the actions of the Commission. The Executive Director shall keep regular books of account showing all transactions, and shall render to the Commission at such regular meetings, and at such other times as the Commission may require, an account of the transactions and also of the financial condition of the Commission.

The Executive Director shall carry on all official correspondence of the Commission, and shall be authorized to prepare, sign and submit all reports, forms, documents and records required of this Commission.

The Executive Director shall act for and perform all duties of the Secretary in the event the Secretary is incapacitated, except in those cases where the Secretary is required to certify an action taken by the Executive Director. In those cases, the Executive Director shall act for the Secretary and shall assume the title of "Acting Secretary".

Section 2. Employees

~~The Commission shall authorize the Executive Director to hire employees~~ may appoint employees necessary for its work. ~~upon the recommendation of the Executive Director.~~ Such appointments shall be subject to the same provisions of the ordinances as govern the employees of the City.

~~The Chair may be authorized to sign contracts for employing personnel and contracting for services as may be approved by the Commission.~~

Section 3. Staff Responsibilities

The staff shall research and prepare information and recommendations, on all matters upon which the Commission directs.

Such research and information shall be presented to the Commission for appropriate action and, following such action, the staff shall carry out the policy directives duly approved.

Article V - Meetings

Section 1. Annual Meeting

The annual meeting of the Commission shall be the regular meeting in October and shall be for the purpose of electing officers and for the transaction of such other business as may come before the meeting.

Section 2. Regular Meetings

Regular meetings shall be held on the second Tuesday of each month. Where such regular meetings occur on a legal or religious holiday, a date shall be submitted for it by majority vote of the Commission.

Such meetings shall be designated in advance by Commission action and be set forth in a schedule published before January 1st, each year.

Section 3. Special Meetings

The Chair of the Commission may, when deemed expedient, and shall, upon the request of five members, call a special meeting of the Commission for the purpose of transacting any business designated in the call. The call for a special meeting shall be delivered to each member at their residence, or other place designated, at least 24 hours prior to the time of such special meeting.

Section 4. Order of Business for Regular Meetings

Unless otherwise determined by the Chair, the order of business at regular meetings shall be:

- a. call to order
- b. roll call
- c. public hearing
- d. reports of committees (if any)
- e. approval of minutes
- f. report of Director
- g. comments by Commissioners
- h. ~~comments from SWRPA~~
- i. adjournment
- j. ~~executive session~~

Section 5. Order of Business at Public Hearing

- a. ~~call to order~~
- b. ~~roll call~~
- c. ~~reading of Committee report (if any)~~
- d. applicant's presentation
- e. public comment
- f. rebuttal by proponent
- g. close hearing

Section 6. Quorum

A total of five members shall constitute a quorum for the purpose of conducting business at any regular or special meeting, but a smaller number may adjourn from time to time until a quorum is in attendance.

A majority of those voting aye or nay on a question but, in no event less than five concurring votes, are required for the transaction of any business, except for the approval of the monthly minutes which shall be voted on by a simple majority vote of those present.

Section 7. Manner of Voting

The vote on all questions coming before the meeting shall be by roll call except that where no objection is raised the Chair may call for a voice vote. The ayes and nays or abstentions shall be entered upon the minutes of each meeting.

Section 8. Committee Reports

The reports of ~~all the~~ **any** Committees shall be incorporated into the minutes of the meeting, at which they are presented.

~~Section 9. Standing Committees~~

~~The following committees shall be appointed by the Chair: Administration Committee, Subdivision Committee, Land Use / Capital Budget Committee, and Zoning Liaison Committee.~~

Section 10. Land Subdivisions

All subdivisions shall be submitted to the Commission before 3:00 p.m. on the day designated as the deadline date and distributed in the schedule of meeting dates published before January 1st, each year.

Section 11. Other Proceedings

Matters of Procedure not set forth herein before shall be governed by Robert's Rules of Order as revised.

Article VI. Amendment to By-Laws

Section 1. Amendments

These rules may be amended, or any rule suspended, at a regular meeting of the Commission by the consent of five members.