



BY-LAWS

Planning and Zoning Commission Town of Trumbull

Article 1: **Purpose and Authorization**

The authority, objectives and purposes of the Planning and Zoning Commission of the Town of Trumbull are those as set forth and provided for in the Charter of the Town of Trumbull and the Connecticut General Statutes.

Article 2: **Name**

The Commission shall be known as the Town of Trumbull, Planning and Zoning Commission, referred to herein as the Commission.

Article 3: **Office of Agency**

The office of the Commission shall be the Trumbull Town Hall or such other municipal building as determined by the First Selectman.

Article 4: **Membership**

Pursuant to the aforementioned Charter of the Town of Trumbull, the membership of the Commission shall consist of five (5) members and three (3) alternates. The election of members and appointment of alternates as well as the terms of said offices shall be as specified in the Charter.

Article 5: **Officers and Their Duties**

Section 1: The officers of the Commission shall consist of a Chairman, a Vice-Chairman, and a Secretary, each elected for a term of one (1) year.

Section 2: The Chairman shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officer.

Section 3: The Chairman shall be one of the members. He shall have the privilege of discussing all matters before the Commission and of voting thereon.

Section 4: The Vice-Chairman shall be one of the members. In the absence of the

Chairman, the Vice-Chairman shall serve as Chairman pro tem. In the absence of both officers, the senior voting member among those present shall act as Chairman pro tem at any scheduled meeting.

Section 5: The Secretary, with the assistance of staff personnel, shall read and review the minutes, the agenda of meetings, and correspondence of the Commission; and perform such other duties assigned by the Chairman as are normally carried out by a Secretary.

Section 6: In the absence of the Secretary, the Chairman shall appoint a Secretary.

Article 6: **Election of Officers and Scheduling of Regular Meetings**

Section 1: An annual organizational meeting shall be held at the regular December meeting, at which time officers will be elected and bylaws reviewed and made part of the minutes of the annual meeting.

Section 2: Nominations shall be made from the floor at the annual organizational meeting, and elections of the officers shall follow immediately thereafter.

Section 3: A candidate receiving a majority vote of the five (5) elected members of the Commission shall be declared elected and shall serve for one (1) year or until his successor shall take office.

Section 4: No later than the regular January meeting, regular meeting dates for the upcoming year shall be established and filed with the Town Clerk.

Article 7: **Meetings**

Section 1: Regular meetings shall be held at 7:30PM at the Trumbull Town Hall, as scheduled by the Commission on the meeting calendar filed with the Town Clerk. In the event of conflict with holidays or other events, a special meeting can be scheduled.

Section 2: A majority (three) of the Commission shall constitute a quorum, and the number of votes necessary to transact business shall be a majority of the voting membership present, unless otherwise required by State Statute or the pertinent zoning regulations.

Section 3: In compliance with the Freedom of Information Act, all Commission meetings, hearings, and other proceedings shall be open to the public when in session.

Section 4: Executive session shall only be called in accordance with the Freedom of Information Act following an affirmative vote of two-thirds of the members present. The reason for the executive session must be stated on the record, and no action may be taken during executive session.

Section 5: Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of this Commission.

Article 8:

Hearings

- Section 1:** The Commission may hold additional public meetings, in addition to required hearings, when it will be in the public interest.
- Section 2:** All public hearings prescribed by law shall be held in accordance with the requirements set forth in the Connecticut General Statutes.
- Section 3:** The Chairman of the Commission shall preside at the public hearing. In the event of his absence, the Vice-Chairman shall preside. In the event of his absence, a duly appointed Commission member shall act as Chairman pro tem.
- Section 4:** The Chairman shall conduct an orderly hearing and shall take necessary steps to maintain the order and decorum of the hearing at all times.
- Section 5:** The hearing shall be conducted only for the purpose of taking testimony to be considered in deliberations of the regular meeting of the Commission.
- Section 6:** Once an application has been filed with the Commission, then elected members and alternates should refrain from contact or communications with the applicant, neighbors or other interested parties (including, but not limited to, their agents such as attorneys, architects, engineers, other experts) outside of the public hearing.

Article 9:

Amendments

These bylaws may be amended by a two-thirds vote of the voting membership of the Commission, only after the proposed change has been read and discussed in a previous regular meeting except that the bylaws may be changed at any meeting by the unanimous vote of the voting membership of the Commission.