

CAPITOL REGION COUNCIL OF GOVERNMENTS

RULES OF PROCEDURE

and

BY-LAWS

DATE 2025

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MISSION STATEMENT

The Capitol Region Council of Governments (CRCOG) is dedicated to expanding the concept of voluntary cooperation among its member municipalities as the means to successfully respond to many of the region's pressing governmental and public challenges.

STATEMENT OF GOALS

The Capitol Region Council of Governments serves the Capitol Region and all its municipalities and citizens by:

- Helping member town to improve governmental efficiency and save tax dollars through shared services and other direct service initiatives;
- Promoting efficient transportation systems, responsible use and preservation of land and natural resources and effective economic development;
- Strengthening the capital city of Hartford as the core of a strong region, and as our economic, social and cultural center;
- Advocating for the region and its towns with the State and Federal governments and strengthening the regional culture by helping coordinate regional agencies and programs; and
- Assisting local governments and citizens in articulating, advocating and implementing the vision, need and values of their regional community.

**THE CAPITOL REGION COUNCIL OF GOVERNMENTS
ROLES AND RESPONSIBILITIES**

1. To serve as a forum for cooperative local government dialogue, decision-making and resolution of conflicts involving regional issues, local problems or State and Federal concerns which affect the Capitol Region.
2. To serve as a leader in addressing regional challenges. This includes developing new regional policy on behalf of the member municipalities and monitoring existing regional policy. When appropriate, such policy will be included in the Regional Plan Conservation and Development.
3. To carry out the federally-designated "metropolitan planning organization (MPO) for transportation" responsibilities for member cities/towns and region, including the prioritizing, distribution and monitoring of federally funded highway and transit projects.
4. To provide local governments with technical, administrative and planning assistance within its staff and financial capabilities. In addition, the agency is available to serve as local planners or undertake complex planning tasks through low-cost mutual contracts with individual communities.
5. To serve as a central depository of regional information. This includes the maintenance and provision of technical assistance on U.S census materials, housing inventories and needs, transportation and transit information, geographical information as may be contained in the CRCOG Geographic Information System (GIS), and fiscal and economic data.
6. To serve as the State and federal legislative liaison and lobbyist for the Capitol Region and its member local governments.
7. To assure a fair distribution of State and Federal dollars among local governments by servicing as a policy advocate, establishing funding priorities for projects and assisting State and Federal agencies in the allocation of funds.

8. To serve as a regional review and clearinghouse for Federal and State funded Projects, zoning referrals, subdivision plans and plans of conservation and development.
9. To strengthen Connecticut's Capital City of Hartford, the historic, economic and cultural center of our region, recognizing that our region is only as strong as its heart, Hartford.
10. To collaborate with other regional agencies and with the civic and business leaders on projects to benefit the people of the region.
11. To foster a regional sense of community; and to assist in articulating, advocating, and implementing the vision, needs and values of our regional community.
12. To undertake such other functions as may be permitted or authorized by state and federal law and rule.

CAPITOL REGION COUNCIL OF GOVERNMENTS

RULES OF PROCEDURE

STANDING RULES FOR
THE CAPITOL REGION COUNCIL OF GOVERNMENTS

A. Meeting - Schedule and Location

1. Regular meeting of the Policy Board, the governing board of CRCOG, will be held in accordance with a schedule of meetings approved for the coming year on or before the final meeting of a given year.

The biennial organizational {"elections meeting"} meeting will be held in December of odd-numbered years unless changed by the Policy Board.

2. Regular meeting of the Executive Committee will be held in accordance with a schedule of meetings approved for the coming year on or before the final meeting of a given year.
3. Special meetings of the Policy Board and/or Executive Committee shall be held at the request of the Chairperson or by petition of twenty percent (20%) of the representatives.
4. Special meetings of the Policy Board and Executive Committee shall be held on at least four (4) days written notice by the chairperson or his/her designee or Secretary.
5. Emergency meetings of the Policy Board or the Executive Committee may be called by the Chair of the Policy Board or two officers of the Policy Board and noticed in accordance with state law and rules.
6. Proper public notice will be provided as to meeting dates, times and locations.

B. Conduct of Meetings of the Policy Board

1. Items to be Covered. Order of agenda items may be established at the discretion of the Chair and Executive Director.
 - a. Call to order and confirmation of quorum
 - b. Public comment (limited to agenda items; fifteen (15) minutes total; three (3) minutes per speaker)
 - c. Approval of minutes
 - d. Monthly reports: Chair and Executive Director, Capital Workforce Partners, MetroHartford Alliance, Policy and Planning Department, Municipal Services and Purchasing

Council, Public Safety and Homeland Security, Transportation, or other as may be determined by the Chair or Executive Director

- e. Action items
- f. MPO Activities and Action Items
- g. Communications, petitions, and presentations
- h. Information items
- i. Adjournment

All items on the agenda will be given a separate number.

2. The results of all votes will be recorded including any absentee or nay votes. Voting procedures will meet Connecticut Freedom of Information Act standards.
3. The Chairperson shall, after consultation with the Executive Director, decide what matters shall be placed on the agenda of the next meeting. Any member may request that an item be placed on the agenda.
4. The Executive Director shall have the privilege of the floor for the purpose of giving information to the Board.
5. The originator of or spokesperson for any group whose petition, communication, or presentation is included on the agenda shall be given the privilege of addressing the board on the subject of the petition or communication for a period of not more than five (5) minutes for each agenda item.
6. Roberts Rules of Order shall be the authority on all matters of parliamentary procedure not otherwise specified in the Rules.
7. The Chairperson shall have the discretion to change the order of the agenda items at any meeting.
8. The Executive Director shall be recognized as Acting Secretary for purpose of signing minutes of the Policy Board and Executive Committees.

C. Committees

1. Establishment of Committees. The Policy Board may establish the following Standing Committees on each of which and on all special committees the chairperson, and in the Chairperson's absence, one of the Vice-Chairpersons, shall be ex-officio member. The membership of the Standing Committees shall be appointed for a two (2) year term coterminous with that of each

municipality's appointing authority. This Council may establish special and or advisory committees as it shall deem appropriate. For those committees that include municipalities and entities outside of the Council's membership, these entities may appoint one representative to serve on the committee and the representative shall have full membership and standing on that committee.

- a. Transportation Committee: Responsible for monitoring and oversight of the Council's comprehensive transportation planning and programming activities and recommending action to the Policy Board on the matters related to transportation policy, planning and programming. Specific responsibilities include: development and conduct of the Annual Unified Planning Work Program, development and implementation of the Long Range Transportation Plan, development and implementation of the transportation Improvement Program, monitoring the progress of major transportation planning studies and corridor analyses, assessment of regional transportation problems and improve the Region's transportation system.
- b. Municipal Services Committee. This committee is responsible for carrying out programs of help to member city and towns to improve governmental efficiency and save tax dollars through cooperative projects, shared services and other direct service initiatives.
- c. Capitol Region Purchasing Council. The Purchasing Council is a subcommittee of the Municipal Services Committee. It is responsible for providing programs and services to effectuate voluntary cooperative purchasing efforts that complement the procurement operations of individual member entities. Specific responsibilities include: sponsorship of annual/biennial cooperative bids covering a wide range of products and services; acting as a central clearinghouse for the exchange of purchasing-related information; and building strategic partnerships with state, regional and local agencies to expand and enhance cooperative purchasing opportunities.
- d. Public Safety Council: Responsible for developing and implementing practical regional projects to promote regional public safety and inter-agency strategies for public safety service delivery, managerial cooperation and use of advanced technologies. The PSC's objective is to serve public safety

agencies and the citizens of the Capitol Region by developing more effective and efficient systems for the protection of life and property. The PSC is a voluntary regional alliance of municipal and community representatives who are leaders in public safety, business and government.

- e. Human Services Council: The purpose of this Council is to encourage collaborations that will foster the development and maintenance of a client-focused structure for the health and human services system in the region.
- f. Economic Development Committee: The purpose of this Committee is to develop and recommend a CRCOG strategy to support regional economic growth, and identify opportunities for CRCOG participation in implementation actions. The Committee will also provide input into the development, maintenance, and possible consolidation of existing Comprehensive Economic Development Strategies (CEDs).
- g. Regional Planning Commission: The purpose of this Commission is to oversee the development and maintenance of a Regional Plan of Conservation and Development, to review and present recommendations on certain proposed zoning regulations/zone changes, proposed subdivisions, and municipal plans of development that are required to be referred to and reviewed by regional councils of governments under state statutes. The Commission may also provide input into other CRCOG plans and policies that support implementation of the regional plan, and carry out such other duties as may be assigned by the CRCOG Policy Board.

2. Other Committees. The Policy Board may create other ad hoc committees from time to time.

3. Membership of Committees: Each town may appoint one representative to each Standing Committee, except that the City of Hartford may appoint two representatives to each Standing Committee. Representatives of other organizations and people with related expertise may also be invited to be members as long as at least fifty-one (51%) percent of the committee shall be chief elected officials or members of local government bodies or their designees.

To the extent that committee membership includes persons from outside the council, every effort will be made to secure persons from diverse backgrounds throughout the Region.

Each committee shall be sensitive to State and Federal Equal Opportunity and Affirmative Action policies and regulations. The activities of each committee shall reflect appropriate response to State of Federal EEO regulations and policies.

4. Rules of Procedure of Committees: Rules of Committees as adopted are attached to this document as Appendix A.

D. Motions Concerning Prior Actions of the Policy Board

Robert's Rules of Order shall apply to all motions to reconsider, rescind or amend motions previously adopted and in the conduct of all standing committees and the Policy Board.

E. Amendment or Suspension

1. Any of the Standing Rules may be suspended by two-thirds (2/3) of the Policy Board representatives present and voting in the affirmative.
2. The Standing Rules may be amended by vote of a majority of the representatives of the members of the Policy Board at any regular or special meeting of the Policy Board. Any proposed amendment to these Standing Rules shall first be submitted at any regular or special meeting of the Policy Board for preliminary consideration and only then, if preliminarily approved, placed on the agenda of the next succeeding regular or special meeting of the Policy Board for formal adoption. Notice of any amendment to the Standing Rules stating the complete text of the amendment shall be sent to all representatives and alternates of the Policy Board and to the chief executive officers and municipal clerks of the member towns.

APPROVED AS AMENDED

CRCOG Executive Committee September 18, 1984
CRCOG Policy Board September 26, 1984
CRCOG Policy Board March 27, 1986
CRCOG Policy Board June 20, 1990
CRCOG Policy Board January 28, 1998
CRCOG Policy Board March 29, 2012
CRCOG Policy Board June 12 2014
CRCOG Policy Board May 25, 2016
CRCOG Policy Board DATE 2017

CAPITOL REGION COUNCIL OF GOVERNMENTS

BY-LAWS

ADOPTED:

DATE 2017

CAPITOL REGION COUNCIL OF GOVERNMENTS

PREAMBLE

It is hereby affirmed that:

- The municipalities within the Capitol Region of the State of Connecticut have many common concerns that transcend their individual borders;
- The destiny of each municipality ultimately rests with the destiny of the region as a whole;
- The economic, social and environmental wellbeing of each municipality rest in a large measure with the interdependent actions of the people and municipalities of the Capitol Region and strength of our urban core;
- It is vital to retain local autonomy while combining resources to meet regional challenges beyond the capacity of individual municipalities; that expansion of voluntary cooperation among local units of government is an effective means for achieving these vital goals;
- Voluntary cooperation has and will continue to make our Council of Governments a regional policy leader that all member communities can rely on; and
- Cooperation must be fostered in two ways: 1) by strengthening the abilities of local governments to meet their individual needs and 2) by developing this association of local governments to meet common regional challenges.

ARTICLE I **ORGANIZATION**

- A. Name. The name of this voluntary association shall be Capitol Region Council of Governments (CRCOG).

B. Structure and Definitions. The internal structure and organization of this voluntary association shall be according to the Statutes of the State of Connecticut and as further provided in these Bylaws, and, as used in these Bylaws, the following terms shall have the meaning hereinafter ascribed to them, unless the context shall otherwise require.

"Council" shall mean this regional council of governments as authorized and organized under Section 4-124i through 4-124p of the General Statutes of the State of Connecticut and Special Act No. 73-79 of the 1973 regular session of the Connecticut General Assembly. The governing body of the council is referred to as the "Policy Board".

Unless otherwise provided herein, terms used in these Bylaws shall have the same meaning as set forth in Section 4-124i of said Connecticut General Statutes.

ARTICLE II
DECLARATION OF POLICY

The Council finds and declares that the need for a Council of Governments within the Capitol Region is based on the recognition that:

- A. Plans and decisions made by each local government with respect to land use, traffic circulation patterns, capital improvements, housing policy and other important issues, affect the welfare of neighboring municipalities and therefore should be coordinated on a voluntary basis;
- B. It is imperative for the regional planning process to be directly related to the elected local government decision and policy makers, the locally elected public officials;
- C. The people within the Capitol Region have a fundamental interest in the orderly development of the region in which the largest segment of the State's population is concentrated;

- D. Municipalities within the Capitol Region a positive interest in the preparation and maintenance of a long term comprehensive general plan, hereinafter referred to as the "Plan" for the benefit of the Region to serve as a guide to political subdivisions within the Region;
- E. The continuing growth of the Capitol Region presents challenges that are not confined to the boundaries of any single town or city;
- F. The Capitol Region, by reason of its numerous governmental jurisdictions and shifting economic structure presents special problems of development, conservation, service delivery, public investment and so on that can be dealt with best through a regional council of governments; and
- G. In order to assure, insofar as possible, the orderly and harmonious development of Capitol Region, and to provide for the needs of future generations, it is necessary for the people of the Capitol Region to perform regional planning functions as defined by statute, and for the Council to serve as an advisory coordinating agency to harmonize the activities of Federal, State, regional and municipal agencies concerned with the Region and to render assistance and service and create public interest and participation for the benefit of the Capitol Region. Such assistance and service to the region shall include development of policy to: 1) meet regional challenges; 2) help municipalities provide cost-effective government and services; and 3) strengthen our Capital City of Hartford, our region's historical, economic and cultural center.
- H. To further serve and strengthen the region, the Council of Governments will collaborate with other regional agencies and with civic and business leaders on projects of benefit to the people of the region, and it will advocate for the region and its towns with the State and Federal governments.

ARTICLE III
POWER AND RESPONSIBILITIES

The Council shall have all rights and authority and shall be subject to all of the responsibilities and duties as are granted to and required of a regional council of governments under the General Statutes of the State of Connecticut, as amended, or by special acts of the Connecticut General Assembly, including the

rights, responsibilities and duties pertaining to regional councils of elected officials, and regional planning agencies.

ARTICLE IV
FUNCTIONS

- A. Coordination Functions. The Council shall promote regional coordination and cooperation through activities designed to:
- (1) Strengthen local governments and their individual capacities to deal with local problems;
 - (2) Serve as a forum to identify, study and resolve area wide problems;
 - (3) Provide the organizational framework to insure effective communication and coordination among governmental bodies;
 - (4) Serve as a vehicle for the collection and exchange of information of metropolitan interest;
 - (5) Encourage action and implementation of regional plans and policies by local, State, and Federal agencies;
 - (6) Provide, if requested, mediation in resolving conflicts among members and between members and other parties;
 - (7) Provide general and technical assistance to members within its staff and financial capabilities; and
 - (8) Encourage shared services, joint policy development and advocacy and help coordinate efforts with business and civic leaders in the region.
 - (9) Such other activities that are permitted or authorized by the Council

ARTICLE V
MEMBERSHIP

- A. Eligibility. All towns and cities within the Capitol Region are eligible for membership. To become a member of and retain membership in the Council, any town or city shall adopt Section 4-124i through 4-124p of the Chapter 50 of the Connecticut General Statutes, as amended, by ordinance of its legislative

body and thereby join the Council. Upon adoption of such ordinance, the clerk of the town or city shall immediately prepare a certified copy of the adopting ordinance and file one copy each with the State Office of Policy and Management and with the Secretary of the Council. In addition to the Members of the Council, there shall be a class of members of the Council who are the Representatives of quasi-municipal, state and federal agencies as may be required by federal law or regulation to hold a seat on the Council governing board.

- B. Annual Dues. Each member shall pay its annual dues and Council charges as specified by the Policy Board, provided that any such annual dues shall be paid no later than the end of first fiscal quarter of each year as provided in Section C of Article XII. Any member that fails to pay its dues prior to June 1 of any year shall be so notified by the Secretary and may not be eligible for continued membership on the Council after June 30 of such year or until its dues for such year have been fully paid.
- C. Withdrawal. Any member may withdraw from the Council by adoption of an appropriate ordinance of its legislative body to become effective on the date of such adoption; provided that any such withdrawing member shall remain responsible for the payment of its dues for the balance of the then current fiscal year of the Council, and, unless such withdrawing member shall give notice to the Council of its withdrawal not less than thirty (30) days prior to the end of the Council's fiscal year, such withdrawing member shall also be responsible for its dues assessment for the next succeeding fiscal year. Notice of withdrawal shall be given by mailing a copy of the pertinent ordinance to the attention of the Executive Director of the Council as soon as reasonably possible following the adoption of such ordinance and shall be deemed given when received by the Executive Director.
- D. Suspended Membership. Any member may be suspended from active membership for nonpayment of dues as provided in Section C of Article XII. Any such suspended member shall not be entitled to participate in the affairs of Council but shall be permitted to again become an active member immediately upon payment of all its dues arrearages.
- E. Operations. The activities and affairs of the Council shall be managed by the representatives of its members, known as the Policy Board.

ARTICLE VI
REPRESENTATION AND MEETINGS

A. Representation. Each member of the council shall be entitled to one representative on the Policy Board who shall be the Chief Elected Official of such member. An alternate may be designated by the town's appointing authority for occasions when the Chief Elected Official is unable to attend a meeting(s). The alternate should be an elected official, when possible. The City of Hartford shall have three additional member representatives appointed by its legislative body. Alternates may also be designated by the appointing authority for each of these three representatives and need not be elected officials. Each alternate shall, in the absence of the official representative, have the same rights and privileges as the official representative, including participation on the Executive Committee or any other committee of the Policy Board.

Each member representative or alternate shall be entitled to one vote in the affairs of the Policy Board.

In accordance with Title 23 of the Code of Federal Regulations Part 450.310(d), in its capacity as the federally-designated Metropolitan Planning Organization (MPO) for transportation within the Capitol Region, the Policy Board shall include "officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation as well as "appropriate State officials"." Given the operational framework for public transportation within the State of Connecticut and to ensure a representative sample of public transportation interests on the Policy Board, the primary provider of fixed-route public transportation (Connecticut Department of Transportation) and the primary provider of paratransit service (Greater Hartford Transit District) within the Capitol Region shall each be entitled to one representative on the Policy Board. The representative from the Connecticut Department of Transportation shall also serve as the appropriate State official. Each representative may designate one alternate. These representatives shall be designated as MPO Representatives.

MPO Representatives shall hold a seat on the Policy Board; such seat shall not entitle the MPO Representative to serve on the Executive Committee or any other Committee of the Policy Board.

Each MPO representative or alternate shall be entitled to one vote on MPO-related action items so long as no conflict of interest is present.

For both member and Representatives, in the event that neither the member or the Representative nor the permanent alternate can be in attendance at any regular or special meeting of the Policy Board, the Member or the Representative may designate an alternate who shall have the same voting rights and privileges as the Member, Representative or alternate.

Ex officio membership shall be offered to the heads of the University of Connecticut and Central Connecticut State University to strengthen linkages between the Council and the largest state educational institutions located in the region. The chair of the CRCOG Foundation will also serve on the Policy Board in an ex-officio capacity.

B. Meetings.

1. Regular Meetings. Unless otherwise specified by resolution of the Policy Board, the regular meetings of the Policy Board shall be set at or before the December Policy Board meeting for the subsequent year with meetings generally set for Wednesday. As set forth in Article VI, B-4, the December meeting shall be the "Election Meeting" in odd numbered years.
2. Special Meetings. Special meetings shall be held by call of the Chairperson or by petition to the Secretary of the Policy Board from those individuals making up twenty percent (20%) of the representatives of the Policy Board.
3. Emergency Meetings. Emergency meetings may be called at the discretion of the Chairperson of the Board in accordance with state law and rules.
4. Biennial Election Meeting. Unless otherwise specified by resolution of the Policy Board, the biennial election meeting shall be held in December of odd numbered calendar years.
5. Annual Meeting. The Annual Meeting shall be held in the month of June on a date and place to be selected by the Chairperson.

6. Call of Meeting. Each year the schedule of regular meetings of the Capitol Region Council of Governments shall be filed with the clerk of each municipal member of the Council. The agenda of the regular meetings will be made available to the Policy Board Members or other officials as appropriate and shall be filed not less than 24 hours before the meetings to which they refer in the office of the clerk of each municipal member of the Council, except that for studies or committees that involve only a few towns, the notice shall be filed only with the clerks of the affected municipalities. Whenever practicable, such meeting notices will be distributed at least seven (7) days prior to the meeting.

The notices shall include the place and time of the meeting and an agenda for the meeting. Upon the affirmative vote of two thirds of the members present and voting, any subsequent business not included in the agenda may be considered and acted upon at the meeting.

7. Telephonic Meetings or Participation in Meetings. At the discretion of the Chair of the Policy Board telephonic meetings or participation by members of the Policy Board through telephone or other electronic means may be permitted in accordance with state law and rules.

8. Minutes. Minutes of the Policy Board meetings and other committee meetings shall include a record of votes of members of the agency at that meeting, which shall be posted on the CRCOG website within forty-eight (48) hours of the session to which they refer. Full minutes shall be posted on the CRCOG website within seven (7) days of the session to which they refer.

9. The Policy Board. The Policy Board shall from time to time adopt or amend Standing Rules for conduct of meetings of the organization.

C. Quorum. For conducting the Council's business, a majority of the representatives of the members of the Policy Board shall constitute a quorum.

D. Action of the Policy Board. Action of the Policy Board, except as otherwise provided, will require an affirmative vote of at least a majority of those representatives of the Policy Board present and voting and constituting a quorum, provided that in no case may action be taken by the Policy Board by any such majority which is comprised of less than fourteen (14)

representatives. (Note to reviewers—this is one-third + 1 of 38 member towns, which seems to be how the original number was set)

- E. For items determined to be routine or administrative matters by the Chairperson which require action before the next scheduled Policy Board or Executive Committee meeting, official votes may be taken by telephonic vote at a properly noticed special meeting in accordance with Section (B) 7 of this Article. Affirmative votes must meet the guidelines as outlined in Section A of this Article. Such votes shall be recorded in the minutes of the next meeting of the appropriate committee.

ARTICLE VII

OFFICERS

- A. Title and Terms. Officers of the Policy Board shall include a Chairperson, a First Vice Chairperson, a Second Vice Chairperson, a Secretary and a Treasurer who shall be elected at the biennial election meeting in December of the odd numbered years - following local elections in November. All officers shall serve until the next CRCOG biennial election or until they are replaced on the Policy Board by their municipal appointing authority. If nominated and elected, officers may succeed themselves in the same office.
- B. Method of Selection. The Nominating Committee shall be appointed from among its Members by the Policy Board at the regular meeting of the Council prior to the biennial election meeting.

The Nominating Committee shall mail (or email) to the members of the Policy Board at least ten (10) days prior to the biennial election meeting its proposed slate of officers, including members of the Executive Committee. The officers and Executive Committee members shall be elected by a 2/3 majority vote of the Policy Board, If there are two or more candidates for a position and no one receives two-thirds of the votes, then a second vote shall be held for the two candidates that received the greatest number of votes.

In the event that the Chairperson is unable to serve s/he will be succeeded by the First Vice Chairperson, and failing that by the Second Vice Chairperson, then the Secretary,

and finally the Treasurer. A similar process for succession will take place for each of the other officers with the next highest ranking office assuming a vacant position, except that a vacancy in the Secretary's position may be filled at any regular or special meeting after nominations from the floor and 2/3's majority vote of those present.

- C. Resignation of the Chair. In the event that a Chairperson resigns from office before completion of the two year term the Nominating Committee shall be reconvened to develop and present a slate of officers to the next regularly scheduled or special meeting of Policy Board. Any position not filled by the succession process described in VII Section B shall be offered in the slate.

- D. Removal from Office. Officers of the Policy Board shall be removed from office by a 2/3 vote of the entire Policy Board upon notice to the Policy Board by a petition of fifty percent (50%) of the representatives to the Policy Board.

- E. Chairperson. The Chairperson of the Policy Board shall be duly elected official of a member municipality. S/he shall preside at all meetings of the Policy Board, and in his/her absence the first Vice Chairperson will preside and in the absence of the Chairperson and the First Vice Chairperson , the Second Vice Chairperson will preside, and then the Secretary and then the Treasurer. When so directed by the Policy Board, the Chairperson and /or other officer and/or Executive Director shall sign all reports, plans, and publications which have been adopted by the Policy Board and when so authorized shall sign contracts in the name of the Policy Board.

The Chairperson may call special meetings of the Policy Board as specified in Article VI B 2. As a representative on the Policy Board, the Chairperson shall have the right to vote on all matters of all committees, ex-officio without vote, except in the case of tie votes or when required for a quorum.

- F. First Vice-Chairperson. At the request of the Chairperson or in the absence of the Chairperson, or during his/her inability to act, the First Vice Chairperson, shall assume the power and duties of the Chairperson. The First Vice Chairperson shall have such other power and perform such other duties as may be assigned to him/her by Policy Board.

- G. Second Vice-Chairperson. In the absence of the Chairperson

and First Vice Chairperson, the Second Vice Chairperson shall assume the power and duties of the Chairperson and such other duties as may be assigned him/her by the Policy Board.

H. Secretary. The Secretary shall oversee the keeping of the minutes of the Policy Board. The Secretary shall see that all notices are duly given in accordance with the provisions of the Bylaws or as required by the law, and shall perform such duties as may be required of him/her by the Policy Board.

I. Treasurer. The Treasurer shall oversee the management of all money, property, and securities of the Council. The Treasurer shall review deposits by staff of all money received in the bank account(s) selected by the officers. The Treasurer shall review and approve all transfers of money between bank accounts and/or investment accounts. The Treasurer shall oversee all disbursements and receipts and shall report to the Policy Board at the Annual Meeting.

The Treasurer shall also oversee the submission of the books and records for the annual audit under the provisions of the Municipal Auditing Act, Chapter III of the 1958 Revision of the General Statutes. The Policy Board shall furnish bond for the Treasurer as established by Council, with the cost of the bond to be paid the Council.

ARTICLE VIII **EXECUTIVE COMMITTEE**

The Executive Committee shall be made up of 19 Members of the Council and shall be elected by the Policy Board. Representatives are not eligible to serve on the Executive Committee. The Executive Committee shall include all the officers and at least two representatives from Hartford and the immediate past Chairperson of the Policy Board, provided such person continues as a representative to the Policy Board. The Policy Board shall fill any vacancies occurring on the Executive Committee in a manner consistent with the preceding sentence. It shall have such powers and duties as are granted to it by the Policy Board, provided that it shall not be authorized to adopt the Council's annual budget or to adopt the Regional Plan or amendments to the regional Plan or to remove the Executive Director. A quorum shall consist of ten members. Action shall be simple majority of those present and voting, constituting a

quorum, except as hereinafter provided. Subject to the foregoing, The Executive Committee shall have the following powers and responsibilities:

- A. The Executive Committee shall conduct the affairs of the Council at times when the Policy Board is not in session and shall report on its actions to the Policy Board from time to time.
- B. The Executive Committee shall adopt such personnel policies, administrative regulations, and financial procedures including the establishment of the bond amounts for officers and staff, as may be needed within the pertinent General Statutes, Federal requirements, the Bylaws, and the program and budget adopted by the Council.
- C. The Executive Committee shall have such other duties as are assigned to it by the Council as required for the management of the business affairs of the council and consistent with the General Statutes and By-Laws.
- D. The Executive Committee shall consider and propose a budget for the work program, as prepared by the Executive Director, for approval to the Policy Board prior to July 1 of each year. During the course of the fiscal year, the Executive Committee shall review proposals for the budget changes, amendments, and transfers of funds between accounts that may be made from time to time and shall have authority to approve such changes, amendments, or transfers provided such changes, amendments, or transfers that do not increase the overall level of appropriations in the budget. The Executive Committee, however, may approve contracts and receipt of grants that do increase the overall level of appropriations in the budget. The Executive Committee shall have the authority to approve and authorize the execution by the Executive Director of any and all contracts of the Council consistent with the budget and work program of the Council, including, without limitation, any contracts with the Federal and other government agencies.
- E. The Executive Committee shall develop procedures to be used in the purchase of supplies and equipment as well as the award of the contracts and the expenditure of all Council funds.
- F. The Executive Committee shall have the authority to recruit, select, and fix the salary of an Executive Director subject to approval by the Policy Board. The

Executive Committee shall have the authority to create and discontinue positions, departments and divisions within the structure of the staff of the Council and to fix salaries within the approved budget of the Council.

- G. In order to recommend the annual budget to the Policy Board, the affirmative vote of not less than a majority of the Executive Committee membership is required.
- H. The Chair of the Policy Board shall inform the Executive Committee of any compensation to a representative to the Policy Board for attending to the proper business of the Council.

ARTICLE IX
EXECUTIVE DIRECTOR

- A. Appointment. The Policy Board, upon the recommendation of the Executive Committee, shall appoint an Executive Director by the majority vote of all representatives of the total membership of the Policy Board.
- B. Removal. The Policy Board may remove the Executive Director by a majority vote all representatives of the total membership of the Council.
- C. Duties and Responsibilities. The Executive Director shall be the chief executive officer of the Council. S/he shall be responsible to the Policy Board for the administration of the Council's affairs placed in his or her charge by or under these Bylaws and for implanting policy directives. The Executive Director shall have the following duties and responsibilities:
 - (1) The Executive Director shall prepare proposed programs together with a proposed annual budget for the submission of the Executive Committee and adoption by the Policy Board. Upon adoption by the Policy Board, s/he shall execute the work program and budget.
 - (2) The Executive Director shall keep the Policy Board and Executive Committee advised as to the progress of the work program of the organization and make recommendation concerning the affairs and operation of the organization as appropriate or necessary.
 - (3) The Executive Director shall prepare notices, agenda and

other material necessary for meetings of the Policy Board and Executive Committee. The Director shall prepare minutes of the Policy Board and Executive Committee meetings on behalf and with approval of the Secretary.

- (4) The Executive Director shall supervise the Council's financial accounting system.
- (5) The Executive Director shall countersign with the Treasurer or other designated officers, all checks issued by the Council. The Executive Director shall prepare and administer a system of internal control over all cash disbursements that is consistent with appropriate Federal and State guidelines.
- (6) The Executive Director shall appoint and, when s/he deems it necessary, suspend or remove all employees of the Council. The Executive Director may authorize appropriate staff personnel who are subject to his/her direction and supervision to exercise the duties and responsibilities placed in his/her charge by and under these Bylaws.
- (7) The Executive Director shall have the authority, subject to the approval of the Executive Committee, to change, consolidate or abolish any of the departments or divisions of the staff of the Council.
- (8) The Executive Director shall perform such other duties and responsibilities as are required or prescribed by the Policy Board or the Executive Committee.

ARTICLE X
OTHER COMMITTEES

- A. In General. The Policy Board may establish, in addition to the Executive Committee required under Article VIII of these Bylaws, such standing, special and advisory committees as it shall deem appropriate. In establishing any committee hereunder, the Council shall specify by appropriate resolution, the responsibilities of such committees including the period of time in which it shall be expected to act. The Policy Board may appoint, reappointed, and remove members of any such committee and designate the Chairperson thereof and fill vacancies thereon or delegate any or all of such authorities to the Executive Committee or Chairperson. Any committee established hereunder by the Policy Board may be

abolished by the Policy Board at any time. Any such committee may be comprised of representatives of the Policy Board or other persons as the Policy Board may determine. To the extent that membership for the committees includes persons from outside the Policy Board; every effort shall be made to secure broad-based involvement of persons throughout the Region, including representatives of minority, ethnic and major interest groups.

- B. Legislative Committee. The Policy Board may appoint a legislative committee to recommend an annual legislative agenda to the Board.
- C. Audit Committee and Personnel Finance Subcommittee. The Policy Board shall establish a Personnel Finance Subcommittee that serves as the Audit Committee for the purpose of receiving and approving annual audits of the Council.
- D. Meetings and Committees. Each committee shall fix its own rules of procedures and shall meet as provided by such rules or by resolution of the Policy Board, and it shall also meet at the call of its Chairperson or any two members of the committee; provided that, unless expressly authorized by the Policy Board, a quorum for the purpose of any meeting of any such committees shall be composed of not less than one-third (1/3) of the members of such committee. Unless otherwise provided by such rules or by such resolution, the provisions of Article VI. B, relating to the place of holding and noticed required of meetings of the Policy Board, shall govern the meetings of committees. Except in cases in which it is otherwise provided by resolution of the Policy Board, the vote of majority of the members in attendance at a meeting at which a quorum is present shall be sufficient to adopt and pass any measure.

ARTICLE XII
FISCAL MANAGEMENT

- A. Fiscal Year. The fiscal year of the Council for purpose of budgeting, accounting, auditing and fiscal reporting shall commence on July 1 and end on June 30 of the subsequent year.
- B. Budget Adoption. The annual budget of the Council shall be adopted by the Council on or before July 1 of each year, after approval by the Executive Committee.
- C. Membership Dues. Prior to adoption of the annual budget, dues

for all participating members shall be fixed by the Policy Board upon the recommendation of the Executive Committee. Dues shall be in amounts sufficient to provide funds as required by the budget. The circumstances of any member whose annual dues have not been paid by the end of the first quarter of the Council's fiscal year shall be reviewed by the Executive Committee which may take such action as it deems appropriate, including, but not limited to, the suspension of such active participation in the affairs of the Council, as provided in Section D of Article V, for as long as such dues remain unpaid.

- D. Disbursements. All invoices shall be reviewed by the Fiscal Officer prior to making disbursements. All disbursements shall be reviewed and approved by the Treasurer and Executive Director prior to releasing payment.
- E. Cost Authorizations Forms for all purchases shall be approved by the Department Supervisors and the Fiscal Officer or Executive Director.
- F. Check signing: Each check shall be signed by the Executive Director and countersigned by the Treasurer. In the absence of the Executive Director or Treasurer or on the event of the inability to sign, checks may be signed or countersigned by the Secretary or Chairman. Electronic signatures of the Executive Director, Treasurer, Secretary or Chairman may be used to sign or countersign checks, subject to the policies approved by the Executive Committee.
- G. Petty Cash Fund. To facilitate prompt payment of small purchases, there shall be a petty cash fund. This fund is authorized to be placed in the custody of the Fiscal Officer. When this fund nears depletion, it shall be replenished through the regular disbursement procedure. Proper receipts shall be maintained for each purchase.
- H. Fidelity Bond. The Council shall purchase a fidelity bond covering all Council officers and other representatives to the Policy Board in such amounts as is consistent with any applicable law or regulation or prescribed by the Executive Committee.
- I. Financial Reports. The Executive Director shall submit periodic reports to the Executive Committee on the financial status of the Council. Each quarter the Treasurer shall report to the Council on the Council's financial condition.

- J. The Personnel Finance Subcommittee shall supervise the annual audit of the books of the Council and employ auditors approved by the State of Connecticut Office of Policy and Management in connection therewith. The Personnel Finance Subcommittee shall contract with an independent certified public accountant to prepare a complete financial audit of its affairs under the provisions of the Municipal Auditing Act, Chapter III of the Connecticut General Statutes, as amended. A related Audit Report shall be prepared and filed with the cognizant state agency; all other requires federal state agencies, the clerk of the member towns and city, and with local planning commissions. Receipt and approval of the audit shall be a duty of the Personnel Finance Subcommittee.
- K. Funds, Gift, Bequests, Contributions. Funds, gifts, bequest, and contributions may be received by the Council for its own use and purposes from any source including local, State, and Federal Governments, individuals, corporations or associations.
- L. Grants-in-Aid. Submission of Request for grants-in-aid which supplement the approved budget and work program of the Council and which do not require additional cash contribution from its members, shall be reported to the Executive Committee. The removal of grant awards shall include authorization for the Chairperson and /or Executive Director to negotiate and sign such agreements or contracts as may be required.

ARTICLE XIII
PROFESSIONAL AND TECHNICAL ASSISTANCE

Within the budget approved by the Policy Board and in a manner prescribed by the council, professional, technical and clerical assistance may be employed at the discretion of the Executive Director to carry out the work of the Policy Board. All staff operations and personnel shall be under the direction of and be responsible to the Executive Director.

ARTICLE XIV
AGREEMENTS

The Council may enter into agreements with local political jurisdictions, the State government and its agencies, the Federal government and its agencies, regional agencies, and other public

and private organizations for Council by the General Statues, as amended.

ARTICLE XV
BY-LAW AMENDMENTS

These Bylaws may be amended by vote of a majority of the representatives of the members of the Policy Board at any regular or special meeting of the Policy Board. Any proposed amendment to these Bylaws shall first be submitted at any regular or special meeting of the Policy Board for preliminary consideration and only then, if preliminarily approved, placed on the agenda of the next succeeding regular or special meeting of the Policy Board for formal adoption. Notice of any amendment to the Bylaws stating the complete text of the amendment shall be sent to all representatives and alternates of the Policy Board and to the chief executive officers and municipal clerks of the member towns.

AS AMENDED

JULY 19, 1977
DECEMBER 14, 1977
JUNE 20, 1979
JUNE 20, 1981
OCTOBER 28, 1981
DECEMBER 16, 1982
JUNE 23, 1983
JANUARY 25, 1984
MARCH 27, 1986
JUNE 20, 1990
JANUARY 28, 1998
MAY 22, 2002
MARCH 29, 2012
JUNE 12, 2014
MAY 25, 2016
DATE 2017

APPENDIX A

CRCOG COMMITTEES RULES OF PROCEDURE

Capitol Region Transportation Committee

Capitol Region Emergency Planning Committee

Capitol Region Purchasing Council

Human Services Council

Economic Development Committee

Regional Planning Commission

CAPITOL REGION TRANSPORTATION COMMITTEE

Adopted February 27, 1990

1. If a member misses three consecutive meetings, CRCOG staff shall notify appropriate officials of the respective town or agency.
2. Each member may designate one alternate.
3. Robert's Rules of Order will be followed.
4. A quorum shall consist of 51% of the Committee membership.
5. A roll call shall be taken for by any member. Any vote of a substantive nature, as defined by the Connecticut Freedom of Information Act, shall require a roll call vote.
6. All resolutions introducing new business and calling for action by the Committee shall be in writing and filed with the staff Director not later than the eighth (8th) day preceding the date of the next regular Committee meeting provided that this rule shall not prevent a member from introducing an item or new business on which no action is called for at that meeting.
7. The Chairperson shall, after consultation with the staff Director, decide what matters shall be placed on the agenda of the next meeting.
8. The staff Director shall forthwith send to all members a copy of such agenda and accompanying materials and shall make copies of said agenda and accompanying materials available to the press and interested citizens who request them.
9. The staff Director shall have the privilege of the floor for the purpose of giving information to the Committee. Additionally, representatives of the Connecticut Department of Transportation, GHTD, GHRSC and member cities and towns of CRCOG shall also enjoy this privilege.
10. A Public Forum shall be established at the beginning of the agenda to allow input from the general public.
11. A motion to reconsider another motion which has already been voted on may be made only at the same meeting at which the motion to be reconsidered was acted upon. The sole exception

shall be that if a meeting or session of the Committee is continued to a later day without adjournment, a motion to reconsider may also be made at the next day of that session. No prior notice of the motion is required.

12. A motion to rescind a prior action or a motion to amend something previously adopted may be made at any time except in those cases described by Robert's Rules of Order. However, the motion may never be made unless ten (10) days prior written notice is given of the intention to make that motion. A motion to suspend the Rules to waive the ten (10) day notice requirement shall not be in order unless the Chairperson determines that a bonafide emergency requires that waiver.
13. A motion to reconsider a prior matter may be made only by a member who voted on the prevailing side. A motion to rescind or amend something previously adopted may be made by any member.
14. Percentages Required to Adopt. A motion to reconsider must be approved by a majority of the members present. A motion to rescind or amend something previously adopted must be approved by two-thirds (2/3) of the entire Transportation Committee.
15. If an alternate proposes to make either a motion to reconsider, to rescind or to amend something previously adopted, that alternate must have written authorization from the representative for whom the alternate acts must have voted on the prevailing side in order to make a motion to reconsider.
16. Except as varied above, Robert's Rules of Order shall apply to all motions to reconsider, rescind or amend something previously adopted.

CAPITOL REGION EMERGENCY PLANNING COMMITTEE

By-Laws

Adopted November 19, 2001

As amended October 28, 2004

Article 1 Name of Organization

The name of the organization shall be the Capitol Region Emergency Planning Committee (CREPC). The CREPC will function as a committee of the Capitol Region Council of Government's Public Safety Council.

Article 2 Mission

The mission of the Capitol Region Emergency Planning Committee (CREPC) is to protect the citizens of the member municipal governments from all types of natural and man-made disasters. Specifically without limiting its purpose, the CREPC shall serve as the local emergency planning committee for hazardous materials for each member community.

The mission of the CREPC shall be accomplished through research, plan development, resource sharing, and plan implementation during emergency events.

Article 3 Goals

The goals of the Capitol Region Emergency Planning Committee (CREPC) are to:

- Increase the awareness and involvement of member municipal governments in the recognition of hazardous material and all other hazard threats in the region.

- Increase the operational readiness of the member governments in handling hazardous material incidents and all types of emergency incidents.
- Increase mitigation efforts in dealing with all types of hazards in the region.
- To reduce the number of hazardous material accidents through educational programs and community hazards analysis for facilities with extremely hazardous substances (EHS).
- To identify and reduce the vulnerability zones and accident potential in the region.
- To provide public access to chemical hazards information in the region.
- Develop hazardous materials emergency plans; an overall emergency management plan; and update existing plans for member municipal governments.
- Receive notification of all emergency chemical releases among the member governments.
- Evaluate and make recommendations with regard to resources for plan development, maintenance, and implementation for all types of emergencies.

Article 4 Membership

The membership of the CREPC shall consist of at least one (1) representative from each of the member governments and such other members as required by Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). Each municipality or organization member shall have one voting member.

The categories specified in SARA include: elected and local officials; law enforcement; emergency management; firefighting; EMS; health; local environmental and transportation agencies; hospitals; broadcast and print media; community groups; and representatives of facilities subject to the emergency planning and community right-to-know requirements.

Committee nominations may originate from current members of the CREPC or from the chief executive officer of any member government.

Municipal government membership is open at all times to other communities who express an interest in joining the regionalized local emergency planning committee concept. A vote of the membership is not required for entry into the CREPC.

Member governments may withdraw from the CREPC at anytime based on the vote of the elected board or council of that municipal government.

All committee members shall be submitted to and approved by the State Emergency Response Commission for Hazardous Materials (SERC) *and shall be submitted to all other state emergency agencies.*

Recognized professional experts in any given field may be used as advisors to the CREPC at the committee's discretion.

Article 5 Organization Structure

The CREPC officers shall consist of a chairperson, vice-chairperson, second vice-chairperson, and the remaining committee members.

Appropriate sub-committees may be utilized as deemed appropriate by majority vote of the CREPC.

Robert's Rules of Order shall govern CREPC meeting procedures.

Article 6 Quorum

A quorum shall exist when the number of committee members present is equal to the number of member communities in the **CREPC.**

Article 7 Staff Support

The Capitol Region Council of Governments (CRCOG) agrees to provide professional support to the CREPC in the form of limited staff assistance and a centralized mailing address.

Article 8 Fiscal Support

In order to achieve the stated goals of the CREPC, the committee itself shall be empowered by majority vote of the membership to raise and expend funds in any manner as may be determined by the committee and consistent with local, state, and federal regulations.

Fiscal accountability for distribution of funds raised and expended by the CREPC shall be through the oversight of a member municipal government or The Capitol Region Council of Governments (CRCOG).

Article 9 Meetings

As required by SARA Title III legislation, the CREPC shall meet at least once a year and at such other frequency as required to fulfill the organization's mission and goals.

Article 10 Duties of the Chairperson

A chairperson shall be selected by majority vote of the members present at the November meeting each year for a period of one year. The chairperson shall preside over all meetings, appoint all committees, and perform such other duties as may be incident to the office or shall be required state or federal law. The Chairperson shall sign all official correspondence and documents on behalf of the CREPC.

Article 11 Duties of the Vice-Chairperson

Two vice-chairpersons shall be selected by majority vote of the members present at the November meeting each year for a period of one year. In the absence of the chairperson or inability of the chairperson to perform all the duties the office, the vice-chairpersons shall assume the duties of the chairperson.

Article 12 The Order of Business

The order of business for regularly advertised meetings shall be:

- Call the meeting to order
- Adoption of previous minutes
- Report of the Chairperson

- Report of the standing committees
- Presentations
- Unfinished business
- New business
- Motion for adjournment

Article 13 Amending the By-Laws

These By-Laws may be amended as necessary by a 2/3rds majority vote of the members present at the second reading of the proposed amendment. Amendments must be read into the official minutes of a previous meeting and allow for a thirty day discussion period before the official vote.

CAPITOL REGION PURCHASING COUNCIL

RULES OF PROCEDURE

As Of October 24, 2006

I **AUTHORIZATION**

The Capitol Region Purchasing Council exists as an apparatus for effecting voluntary cooperative purchases under the auspices of the Capitol Region Council of Governments.

II. **FUNCTIONS**

1. Supplement and complement the purchasing Process in the Capitol Region Municipalities.
2. Organize voluntary cooperative purchases of supplies, services, equipment and materials which will result in substantial savings to Municipalities in the Capitol Region.
3. Serve as a central clearinghouse for the exchange of information affecting purchasing knowledge and experience among the Municipalities of the Capitol Region.
4. Assist Capitol Region Municipalities in the disposal of surplus and obsolete supplies, equipment and materials.
5. Encourage environmentally preferred purchasing.
6. Cooperate with other state, regional and local organizations in matters concerning purchasing.

III. **MEMBERSHIP**

1. Each Municipality in the Capitol Region shall be eligible to participate in the activities of the Capitol Region Purchasing Council.
2. Each participating Municipality shall designate a representative to the Purchasing Council. This representative should be involved in and have control over purchasing for his or her Municipality.
3. Each Municipality shall have one vote in all Purchasing Council decisions.
4. Municipalities not members of the CRCOG shall be subject to annual fees as set by the CRPC Executive Committee (see Attachment A).

IV. **MEETINGS**

The Chairman shall call one regular meeting each year to be held in October or as near as possible to this date if there are conflicts. The annual meeting will be held at such place as is designated by the Chairman. Other meetings may be called by the Chairman at his discretion if important matters require action.

V. **OFFICERS AND THEIR ELECTION**

1. There shall be a Chairman and a Vice-Chairman, and three at-large Executive Committee members who shall be elected by a majority vote at an annual meeting for a term of two years in each case. In case of a vacancy, the CRPC Executive Committee will appoint a replacement for the remainder of the term.
2. There shall be an Executive Committee composed of the Chairman, Vice-Chairman, and three Executive Committee members comprised of members of the Purchasing Council.

VI. **RESPONSIBILITIES OF CAPITOL REGION COUNCIL OF GOVERNMENTS**

The Capitol Region Council of Governments will be responsible for providing a suitable staff which will oversee the necessary detail of cooperative bid invitations and the issuance of purchasing information to each of the members of the Capitol Region Purchasing Council.

The Capitol Region Council of Governments will be responsible for annually budgeting sufficient funds to house and retain the staff necessary for the implementation of the Purchasing program. The budget shall also provide for overhead items, i.e., supplies, copying, postage, etc. The Purchasing Staff will relieve the Municipalities of all detail in connection with the cooperative bids except for the information necessary to be furnished by the Municipalities regarding their requirements.

VII. **REQUIREMENTS OF REPRESENTATIVES**

1. Representatives shall promptly submit annual purchasing requirements and specifications for specific items when requested by the Purchasing Staff.
2. Representatives may decline to participate in any cooperative bid if it is in the best interests of their Municipality to do so.
3. Representatives participating in any cooperative bid invitation may reject any bid or part thereof. However, it will be expected that the low bid will be accepted unless there is a very strong reason for rejection.
4. Representatives will notify the Purchasing Staff of the names of any vendors to whom bid invitations should be sent. They will also keep the Purchasing Staff advised of any vendor whom they deem to be irresponsible, giving reasons for their opinions.

5. Representatives shall notify the Purchasing Staff immediately of failure on the part of any vendor to perform satisfactorily within the requirements and specifications of a bid. The purchasing Staff shall be empowered to take any and all steps necessary, in cooperation with the Municipality, to correct any such failures.

VIII. **RESPONSIBILITIES OF THE PURCHASING STAFF**

1. Prepare bid specifications through consultations with representative vendors and specialists in the respective commodities and/or services.
2. Develop a list of vendors to whom invitations will be sent.
3. Send inquiries to each representative to determine those municipalities interested in the particular bid invitation and asking for their annual requirements and any other information that will be necessary in connection with the preparation of bid invitation.
4. Collect all information from participating Municipalities, summarize, prepare bid invitations including items covered, specifications, etc. mail invitations to pre-established list of vendors and advertise bid invitation. In general, one advertisement shall appear not less than two weeks prior to the bid opening.
5. Open, tabulate and send bid summaries to all Representatives regardless of whether they have participated in the invitation. In addition, copies of the individual bids will be sent on request to participating Municipalities.

6. Keep the Representatives advised of State of Connecticut contracts which have been extended to the political sub-divisions.
7. Communicate any other pertinent purchasing information to the Representatives.
8. Cooperate with any Representatives in investigating any purchasing matter and actively assist and advise any Representative in the solution of a purchasing problem.
9. Maintain files of all bids, meeting minutes, etc., relative to purchasing matters in the Region.
10. Provide a Secretary for the Purchasing Council.

IX. **RESPONSIBILITIES OF THE CHAIRMAN AND VICE-CHAIRMAN**

The Chairman, and in his absence, the Vice-Chairman shall:

1. Assure that notices of all meetings are prepared and mailed to all representatives advising of meeting dates and locations at least one week prior to the meeting
2. Preside at all meetings of the Capitol Region Purchasing Council.
3. With the concurrence of the Purchasing Staff, have the authority to add to or delete items from the list of cooperative bids.
4. Call a meeting of the Purchasing Council at any time if it appears that there are urgent matters requiring action.
5. One month in advance of a meeting at which officers are to be elected, appoint three members to act as a nominating committee to present at the meeting the names of a Chairman, Vice-Chairman and three names for the Executive Committee.

X. **RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE**

1. To advise the Purchasing Staff in the development or revision of specifications.
2. To review any proposed action by the Purchasing Staff to disqualify a bid.
3. In general, to act on behalf of the Purchasing Council in situations where there is insufficient time to call a meeting of the Purchasing Council. Any actions taken in this regard must be followed by prompt notification of the Membership.
4. Review any proposed amendments to the Rules of Procedure.

XI. **QUORUM**

Business may be transacted at any Purchasing Council meeting upon an affirmative vote of the majority of those members present.

XII. **AMENDMENTS TO RULES OF PROCEDURE**

Amendments may be proposed by any member at any time in writing addressed to the Chairman. When possible, votes will take place at the CRPC Annual Meeting. Alternatively, the Chairman may refer the proposed amendment to the Executive Committee and ballots will be mailed to all members for their approval or disapproval of the changes. In mailing the ballots, a statement of approval or disapproval by the Executive Committee shall be enclosed. A simple majority of the ballots returned shall determine whether the amendment shall be adopted.

Revised October 24, 2006

Attachment A

Capitol Region Purchasing
Council
Non-CRCOG Member
Fees

Year	Per Capita Fee	Minimum Fee	Maximum Fee
2006-2007	.0565	\$500	\$5,000
2007-2008	.0678	\$750	\$5,000
2008-2009	.0678	\$750	\$5,000
2009-2010	.0678	\$750	\$5,000
2010-2011	.0678	\$750	\$5,000
2011-2012	.0678	\$750	\$5,000

*All fees are invoiced in the spring and due by the end of the fiscal year (June 30th).

**Regional Planning Commission of the Capitol Region
Rules of Procedure
As of May 25, 2016**

Functions

The Comprehensive Planning duties and responsibilities of the Council shall be carried out by the Regional Planning Commission. The Commission shall act on behalf of and as a Standing Committee of the Council. The planning duties and responsibilities of the Commission shall include but need not be limited to Comprehensive Planning and Functional Planning as follows:

- 1) Comprehensive Planning. The Regional Planning Commission shall prepare and keep up-to-date a general plan of conservation and development for the Capitol Region.
- 2) Functional Planning. The Regional Planning Commission shall carry out planning activities for specific functional areas, directed at achieving more immediate implementation of policies contained in the general plan of conservation and development for the Capitol Region.

Reports Plans & Policies

At the direction of the Council, the Regional Planning Commission shall prepare and keep up-to-date a general plan of conservation and development, and prepare other plans and documents as the Council shall deem appropriate. Any such instructions of the Council shall specify a reasonable time period in which to the Commission shall take the action required by such instructions.

Referrals

All land use matters referred to the Council, or otherwise required to be referred to and considered by a regional Council of Governments, shall be considered, commented upon, and findings issued by the Regional Planning Commission. The Commission shall establish procedures to govern those reviews. Any party initiating a referral request may appeal any finding of the Commission to the Council for further consideration. To be considered by the Council, all appeals must be filed in writing within the ten days of the issuance of the Commission finding. Appeals by parties in Regional Planning Commission findings conducted under these Rules of Procedure, shall be acted on by a majority of the representatives of the Council.

The Council shall consider the finding of the Commission regarding any such matter, but shall be entitled to take any action regarding such matter as it shall deem appropriate. If no appeal is filed, then the findings of the Commission shall be deemed the findings of the Council.

Procedures

The Commission shall prepare, adopt and submit to the Council a Statement of Procedures to be followed by the Commission in fulfilling its responsibilities. Such procedures shall take effect upon their adoption by the Council. Modifications in such procedures may be made by the adoption of any such modification by the Commission and the Council, respectively.

Membership and Representation

Each member municipality of the Council may appoint one representative and one alternate to the Regional Planning Commission, except that the City of Hartford may appoint two representatives and two alternates. Alternate members shall, in the absence of the duly appointed representative, have the same rights and privileges as the official representatives. Such representatives shall be electors of his or her member municipality and on its planning or planning and zoning commission. Such representatives shall be appointed by the planning or planning and zoning commission with the concurrence of the appointing authority of such members, except that the City of Hartford may allow one representative to be appointed by its planning and zoning commission with the other to be appointed by its legislative body from the electorate at large. Each representative or alternate shall be entitled to one vote in the affairs of the Commission.

Meetings of the Commission

Unless otherwise specified by resolution of the Commission, the regular meetings of the Commission shall be held on the third (3rd) Thursday in January, March, May, September and November of each year, subject to the right of the Chairman of the Commission to cancel regular meetings in the absence of any business to come before any such meeting.

Special meetings of the Commission shall be held by call of the Commission Chairman, or by petition of 15% of the representatives of the Commission.

Each representative and alternate shall be sent notices of meetings electronically at least seven (7) days before the meeting date. The notices shall include the place and time of

the meeting and a statement of the purpose of the meeting and an agenda for the meeting.

Roberts Rules of Order will be followed to conduct each meeting.

Quorum

For conducting the Commission's business, a majority of the Commission's active representatives shall constitute a quorum. As used herein, the term "active representatives" shall mean all representatives of the Commission except for those representatives, if any, who shall not have attended, in person or through an alternate, at least one of the three immediately preceding regular meetings of the Commission.

Action of the Commission

Action of the Commission shall be by a majority vote of those representatives constituting the quorum; provided, however, that adoption of a regional plan of conservation and development or part or amendment thereof, shall be by the affirmative vote of not less than a majority of all active representatives of the Commission.

Officers

Officers of the Commission shall include a Chairman and Vice Chairman, to be selected by the Commission representatives. The officers shall perform all duties incident to the particular office. The officers shall serve for two years with new officers to be selected every two years at the regular meeting of the Commission in the month of January.