
BY-LAWS

of the

Old Saybrook Historic District Commission

AMENDED THROUGH:
EFFECTIVE:

November 18, 2010
December 31, 2010

ARTICLE I

Purpose and Authorization

Adopted at 2/10/03 Special Meeting. Amendments noted where applicable. The objectives and purposes of the Historic District Commission are those set forth in the Connecticut General Statutes, revision of 1958, as amended, Section 7-147A through Section 7-147K, and those powers and duties delegated to the Historic District Commission by the aforementioned statutes by the Ordinance Establishing a Historic District within the Town of Old Saybrook, as amended, being Chapter 135 of the Code of the Town of Old Saybrook.

ARTICLE II

Historic District Commission

The Commission shall be known as the Old Saybrook Historic District Commission and may hereinafter be referred to as the Commission.

ARTICLE III

Membership

The membership and terms shall be as specified in the above-stated ordinance establishing the Commission and the aforementioned General Statutes.

ARTICLE IV

Officers & Their Duties

SECTION 1

The officers of the Commission shall consist of a Chairman, a Vice-Chairman and a Clerk, all of whom shall be regular members of the Commission.

Section 2

The Chairman shall preside at all meetings and hearings of the Commission. The Chairman shall have the authority to call special meetings and generally perform other duties as may be

prescribed by these By-Laws. The Chairman may also, from time to time, ask members to perform special assignments for the benefit of the Commission.

Section 3

The Vice Chairman shall act for the Chairman in his or her absence and have the authority to perform the duties prescribed for that office.

Section 4

The Clerk shall keep the minutes and records of the Commission and shall prepare the agenda of regular and special meetings under the direction of the Chairman, provide notice of all meetings to Commission members, arrange proper and legal notice of such hearings, attend to correspondence of the Commission, and such others duties as are normally carried out by a Clerk. Subject to the approval of the Commission, and subject to the availability of funding for this purpose, the Clerk may hire an Assistant Clerk, who is not a member or alternate of the Commission, to assist the Clerk in the performance of his or her duties under this section.

Section 5

In the absence of the Clerk, for any reason whatsoever, the Chairman shall appoint a temporary Clerk.

ARTICLE V

Election of Officers

Section 1

An annual organizational meeting shall be held within the month of December of each year at which time officers of the Commission shall be elected. Alternate members shall not participate in any election of officers of the Commission.

Section 2

Resignations from the Commission shall be in writing and filed with the Town Clerk of the Town of Old Saybrook. A copy of such filing shall also be filed with the Clerk of the Commission and at the office of the First Selectman.

Section 3

Vacancies in offices of the Commission shall be filled by the Commission at the next ensuing regular or special meeting of the Commission.

ARTICLE VI

Meetings

Section 1

Regular meetings of the Commission shall be held each month as required. . The Clerk shall notify the membership of such and shall post the notice of the meeting, including the meeting agenda, with the Town Clerk not less than twenty-four hours in advance of such meeting.

Section 2

Special meetings of the Commission may be called at any time by the Chairman or upon request of any three (3) Commission members. The Clerk shall notify the membership of the special meetings and shall post a notice of the meeting with the Town Clerk not less than twenty-four (24) hours in advance of such meeting.

Section 3

In order to transact business at any meeting, a quorum of three must be present. Of said three members, one person shall be a regular member of the Commission.

Section 4

In case any member of the Commission is unable to act because of absence, sickness, or conflict of interest (per Article VII); his or her place shall be taken by an alternate member designated by the Chairman. In so designating alternate members, the Chairman shall choose alternates in rotation so that they shall act as nearly equal a number of times as possible. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes of the meeting.

Section 5

All Commission meetings shall be open to the public when in session and shall be closed to the public for executive session only when allowed under the provisions of the State of Connecticut Freedom of Information Act (as defined under Section 1-200(6) and under the procedure set forth in Section 1-231 of the General Statutes of Connecticut).

Section 6

Notice of public hearings required to be held by the Commission shall be in accordance with the provisions of the General Statutes with respect to such hearing. All public hearings shall be recorded either by a tape recording or a licensed court stenographer under the direction of the Clerk of the Commission or said Clerk's assistant.

Section 7

The Commission shall hold a public hearing on each application for a Certificate of Appropriateness unless the Commission determines that such application involves items not subject to approval by the Commission.

ARTICLE VII

Disqualification

Recusal

No member of the Commission shall participate in any hearing or decision on any matter in which he or she has a self-interest (personal, financial, or otherwise), but shall instead recuse himself or herself from such hearing or decision. In the event of such recusal, it shall be entered upon the record of the Commission and the place of the member recused shall be taken by an alternate member designated by the Chairman.

ARTICLE VIII

Hearings

Section 1

The Commission may hold public hearings, in addition to required hearings, when it decides that such hearings will be in the public interest.

Section 2

All public hearings prescribed by law shall be held in accordance with the requirements set forth for such hearings in the Historic District Regulations, Section 5.

Section 3

The Chairman of the Commission shall preside at the public hearing. In event of the Chairman's absence, the Vice Chairman shall act as presiding officers.

Section 4

The Clerk or Clerk's assistant shall read the legal advertisement and note the dates and newspapers in which the advertisement appeared.

Section 5

A summary of the question or issue shall be stated by the presiding officer at the opening of the public hearing. Comments by all participants in the hearing shall be limited to the subject advertised for hearing. The Chairman shall prescribe the method of conduct of the hearing.

Section 6

The Chairman shall open the public hearing. - Public hearings shall be conducted as follows, unless the Chairman determines that a deviation from the following is appropriate:

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- a. The applicant shall present the applicant's case to the Commission;
 - b. Questions may be asked from the audience or from the Commission of the applicants or any of the persons presenting materials for the applicant. (Generally speaking, all questions of the applicant should be made through the Chairman of the Commission);
 - c. Those in support of the application;
 - d. Those in opposition to the application;
 - e. Those wishing to make general comments
 - f. Opportunity of the applicant to respond to comments made by the Commission or those in attendance thereto.

In addition to the above, members of the Commission may, subject to the approval of the Chairman, make comments or ask questions of the applicant, his experts, or other parties presenting evidence or submitting comments to the Commission

ARTICLE IX

Amendments

Section 1

The By-Laws of the Commission may be amended by a majority vote of the Commission members present, provided a copy of the proposed amendment shall have been furnished with a notice of such meeting hold public hearings, in addition to required hearings, when it decides that such hearings will be in the public interest.