

BY-LAWS GOVERNING
OPERATION AND MEETINGS OF
THE REVERE CONSERVATION COMMISSION

I. NAME AND PURPOSE

A. The name of this organization shall be the Revere Conservation Commission, herein called the Commission.

B. The purpose of the Commission is to promote and develop the natural resources and to protect the watershed resources of the city, as provided for under G.L., Ch. 40, Sec. 8C as amended.

II. ELECTIONS.

The officers of the Commission shall be elected from the membership annually in the first meeting of the Commission in September or at such other time as may be designated by amendment of these by-laws. This meeting shall be designated the election meeting.

III. OFFICERS

A. Chairman

The Chairman shall, in addition to the duties imposed by laws,, preside at all meetings of the Commission at which he is present, and direct the work of the Commission. This person shall annually appoint members to committees and designate chairman of same as provided for under Article V no later than the first meeting of the Commission following the election meeting and shall direct the calling of meetings of the Commission. The Chairman shall be an ex-officio member of all committees.

B VICE-CHAIRMAN

The Vice-Chairman shall preside at all meetings of the Commission in the absence of the Chairman, and shall perform all duties and shall have all powers of the Chairman in case of absence or incapacity of the Chairman.

C. Secretary

The Secretary shall keep an accurate record of the proceedings of the Commission, shall send copies of the minutes of meetings to each member by mail, and shall notify each member of each meeting of the Commission. This person shall perform all other duties imposed by law, assigned by the Chairman, or otherwise herein provided. All communication shall be handled through the office of Secretary.

D. CONSULTANTS AND HONORARY MEMBERS

The Commission may, by vote at any meeting, appoint consultants to the Commission (see G.L., Ch. 40, Sec. 8C). Such consultants shall not have the right to vote, nor to represent themselves as official members of the Commission, but shall have the right to participate in meetings and activities of the Commission as the Chairman may designate.

The Commission may elect Honorary members from former members of the Commission. Such members shall have the same rights and privileges as consultants.

E. DUTIES OF MEMBERS

The members of the Commission shall perform the duties and responsibilities as set forth in Massachusetts General Laws, Ch. 40, Sec. 8C, as amended; the Massachusetts Conservation Commission Handbook; and these by-laws.

Members who will be unable to attend a meeting of the Commission must notify the Secretary.

Members shall make every effort to attend all meetings, hearings, and site inspections and perform all duties assigned by the Chairman.

VI. COMMITTEES

Committees may be created by vote of the Commission, as such committees may be needed. These committees shall be responsible for planning within their specific area of concern and for reporting the results of this planning to the Commission. They shall act in the name of the Commission only when directed to do so by vote of the Commission.

VII. MEETINGS

The Commission shall hold no less than one meeting each month, except when a quorum, as defined in Article VIII, is not present. Robert's Rules of Order (or Cushing's Manual, or other recognized parliamentary guide) shall govern meeting procedure, when not in conflict with statutes or these by-laws. Notices of meetings will be given by the Recording Secretary as specified in Article III. Meetings, and notices thereof, shall comply with the provisions of G.L., Ch. 39, Sec. 23A-C.

A. Special Meetings

Special meetings shall be called as needed by the Chairman.

VIII. QUORUM

In the absence of an existing municipal by-laws or ordinance, a majority of the members of the Commission shall constitute a quorum. A majority of those present, if a quorum is present, shall be sufficient to conduct the business of the Commission unless otherwise specified by statute.

IX. APPOINTMENTS AND VACANCIES

Original appointments to the Commission are made in accordance with G.L. , Ch. 40, Sec. BC and by the Appointing Authority stated therein. A vacancy in the membership caused other than by expiration of a term of office shall be filled as specified in G.L., Ch. 40, Sec. 8C.

A. Absenteeism

Any members absent from six (6) regular meetings and hearings or 3 consecutive meetings may, with the approval of the Mayor, be removed from the Commission and replaced.

X. HEARINGS

When the Commission is required by law to conduct a public hearing, a quorum of the members must be present. The Commission is required to conduct a public hearing on any properly executed Notice of Intent filed under the provisions of the Wetlands Protection Act, G.L., Ch. 131, Sec. 40. The hearing must be held within twenty-one

days of receipt of such notice, and at least a majority of the Commission must be in attendance. A majority of the Commission must sign the Order of Conditions issued.

A record of a hearing shall be kept which shall include a record or audio recording of attendance, speakers, the context of testimony given (testimony may be sworn of desired), and a record of any vote taken. Minutes of the meeting and the Notice of Intent shall become a part of the record of the meeting.

XI. AMENDMENTS

These by-laws may be amended an any regular meeting of the Commission by a two-thirds vote of the total Commission, provided written notice of intent to amend is sent to each member of the Commission at least seven (7) days prior to the meeting at which the proposed action is to be taken.

XII. APPROPRIATIONS

To make an appropriation of money, a majority vote at a meeting of the Commission shall be required.