

# CRANSTON CONSERVATION COMMISSION BYLAWS

## ARTICLE I - AUTHORITY:

The Cranston Conservation Commission has been established by Rhode Island General Law 45-35, and Title 2, Chapter 2.52, of the Cranston City Code, pursuant to Cranston City Charter, section 15.11, et al.

## ARTICLE II - PURPOSE AND INTENT:

To maintain and preserve the natural environment within the City of Cranston by promoting, protecting, and developing its ecological resources. To seek to coordinate activities of official and unofficial bodies organized for similar purposes of ecological conservation. To coordinate with state and local officials for the purpose of addressing conservation issues and concerns as they pertain the City. The Commission may offer advice to the City Planning Department and other relevant stakeholders, regarding environmental issues and concerns relating to land use and construction or modification of new and existing developments within the City. To recommend to the Mayor and the City Council programs for better promotion, development, utilization, and preservation of open spaces, streams, shores, wooded areas, roadsides, swamps, marshland, watersheds, and all other natural areas.

## ARTICLE III - MEMBERSHIP:

- Section 1. Any resident of the City of Cranston, at least eighteen (18) years of age, may submit a letter of intent to the Mayor for appointment to the Commission.
- Section 2. Subsequent to the initial appointments at the inception of the Commission, members shall serve for a term of not more than three (3) years. Two (2) months prior to the completion of a term, members who wish to be reappointed must submit a letter of request for renewal to the Mayor for approval.
- Section 3. In the event of a vacancy, interim appointments may be made by the Mayor, with the advice and consent of the City Council, for the remainder of that term.
- Section 4. Members with three consecutive absences or, five absences within one calendar year may be requested to resign from the Commission and subject to a recommendation for replacement to the Mayor. A quorum of Commission members must approve this action.
- Section 5. The Commission shall consist of seven (7) voting members appointed by the Mayor with the advice and consent of the City Council. In addition, non-voting advisors may be appointed by the Mayor without requiring the advice and consent of the City Council.

## ARTICLE IV - COMMISSION ORGANIZATION:

- Section 1. The membership shall elect a Chairperson, a Vice Chairperson, and a Secretary, at the first Commission meeting of each calendar year. These officers shall hold their positions for one calendar year. Vacancies occurring in these offices, by reason of resignation, or,

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termination by the Mayor, shall be immediately filled by a simple majority vote of eligible Commission Members.

- a. The Chairperson shall be elected by closed ballot from a list of candidates nominated from the floor by a Commission Member.
- b. Criteria for nomination shall be:
  - i. Active and consistent Commission participation and attendance.
  - ii. Having actively served on the Commission for no less than six (6) months.
- c. The Chairperson shall serve for a period of one year, but shall not be limited to the number of consecutive terms of service in that capacity.

Section 2. The Vice Chairperson shall be nominated and elected in the same manner, and is subject to the same terms and conditions as the Chairperson.

Section 3. The Secretary shall be nominated and elected in the same manner, and is subject to the same terms and conditions as the Chairperson.

Section 4. Subcommittees shall be appointed by the Chairperson as needed.

Section 5. Commission business, motions, and votes shall be conducted in accordance with Robert's Rules and the Bylaws of this Commission and are subject to the following terms and conditions:

- a. A quorum of a simple majority of eligible voting members must be present to conduct business.
- b. Each member shall have one vote.
- c. In the absence of the Chairperson or Vice Chairperson, the Secretary shall assume the duties of the Chairperson. Motions may be made and seconded only by voting members.
- d. Except as otherwise noted, motions shall pass by an affirmative vote of a simple majority of members present.
- e. The Commission may solicit additional staff support from any City Department it deems appropriate.
- f. The Commission shall meet monthly, or, at the request of the Chairperson. The Commission may hold special meetings as appropriate, which must be appropriately noticed in compliance with the State's Open Meetings Law

#### ARTICLE V - DUTIES and RESPONSIBILITIES:

Section 1. The Chairperson shall:

- a. Call all regular and special meetings, maintain order, insure fair and active participation from all members, and insure adherence to the monthly agenda.



- b. In coordination with other Commission members, develop the Agenda for the forthcoming meeting and forward to the Secretary at least four business days in advance of such meeting.
- c. At the January Commission meeting, provide an annual list of meeting dates that shall be ratified by the Commission. Insure the action of all motions voted upon and approved by the Commission.
- d. Establish subcommittees for the purpose of accomplishing tasks approved by the Commission.
- e. Attend, or appoint designees to attend meetings, functions, activities or seminars relating to conservation issues as they pertain to the purpose of the Commission
- f. Act as liaison between the Commission and the Office of the Mayor.
- g. Act as liaison between the Commission and other city and private organizations and the general public.
- h. Serve in the capacity of representative of the Commission at city and state meetings, hearings, and functions as they pertain to the purpose of the Commission.
- i. Solicit the City Council for an annual budget to fund Commission projects and activities. Prepare an Annual Report for the Mayor on the activities and accomplishments of the Commission.

Section 2. The Vice Chairperson shall:

- a. Assist the Chairperson in the execution of the duties of the Commission and represent the Commission on behalf of the Chairperson as needed.
- b. Manage the operational budget of the Commission. This will include complying with the City's purchasing guidelines and obtaining bids for services as required by regulation.
- c. Be responsible for monthly reporting of expenditures and encumbrances. In the absence of the Chairperson, perform the duties of the Chair.

Section 3. The Secretary shall:

- a. Attend all meetings.
- b. Record the Minutes of each meeting.
- c. Transcribe the minutes and provide copies to each Commission member at least two business days in advance of the next scheduled meeting.
- d. Be responsible for posting the monthly Agenda to the Secretary of State's Web site and the City's Web site at least 48 business hours in advance of the forthcoming meeting. The Secretary shall also post meeting Minutes, when ratified, to the City's Web site.

Section 4. Commission Members shall:

- a. Attend meetings of the Commission.
- b. Cooperate with the Chairperson in the execution of the duties of office.

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- c. Assist the Chairperson in attaining the goals of the Commission as set forth in its Purpose.
- d. Serve on subcommittees as appointed by the Chair.
- e. Actively participate in Commission business.
- f. The Chairperson may authorize individual expenditures of less than \$100.00, with cumulative expenditures not to exceed \$200.00 per month.

#### ARTICLE VI - COMMISSION ACTIVITIES:

- Section 1. Promote the purpose and intent of the Conservation Commission.
- Section 2. Assist in the development and distribution of all materials and information relating to conservation issues.
- Section 3. Draft policies for the protection, conservation, and responsible uses of the resources of the City.
- Section 4. Review and make recommendations on proposed ordinances, amendments to existing ordinances, open space and land use plans, the City Comprehensive Plan, and all other matters as they pertain to the purpose of the Commission.
- Section 5. Consult and confer with other statewide and regional Conservation Commissions with regard to new or existing information, policies, and issues as they pertain to the Commission.
- Section 6. Attend and sponsor educational and awareness seminars relevant to conservation issues as they pertain to the purpose of the Commission.
- Section 7. Serve in an advisory capacity to the City Planning Commission on major subdivision and land development projects and their impacts on the natural resources and open spaces of the City.
- Section 8. Serve in an advisory capacity to the State of Rhode Island Department of Environmental Management regarding impacts to such areas including, but not limited to, wetlands, streams, rivers, ponds, lakes, watersheds, and open spaces as they pertain to subdivisions and building proposals, wetland alterations, and other modifications to the natural resources within the limits of the City.
- Section 9. Serve in an advisory capacity to the Mayor and the City Council on all conservation matters.

#### ARTICLE VII – ADOPTION and AMENDMENTS:

- Section 1. These Bylaws shall be adopted by the Commission by majority vote and take effect immediately upon approval by the Commission.
- Section 2. These Bylaws may be amended, upon submission in writing, at any regular Commission meeting, by a majority vote of Commission members and the subsequent approval of the Commission.

Adopted 1/28/2014

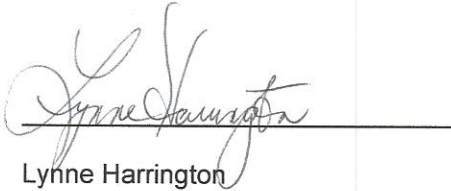
By our signatures, we endorse, approve, and pledge to uphold these Bylaws in their true spirit and intent.



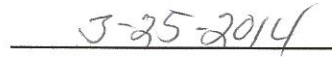
Steven J. Pilz  
Conservation Commission Chairperson



Date



Lynne Harrington  
Conservation Commission Vice Chairperson



Date

Adopted 1/28/2014