

Colchester Open Space Advisory Committee
BY-LAWS
Amended, Effective October 9th 2007

Purpose

The Open Space Advisory Committee shall advise and make recommendations to the Conservation Commission on the implementation of the Open Space Plan.

The Open Space Advisory Committee shall research and make recommendations on subjects relevant to the acquisition, funding, management of open space, and shall maintain an inventory of protected and managed open space.

The Open Space Advisory Committee shall regularly review the open space map and identify, inventory, and research potential areas of interest and/or greenways for use as open space.

The Open Space Advisory Committee shall prepare and submit an Annual Report to the Conservation Commission and the Board of Selectmen.

Meetings

The Commission shall hold regular meetings, at least once a month, open to the public. The agenda for each of the regular meetings shall be posted in the Town Clerk's Office.

The Commission may hold special meetings as the need arises. Such meetings shall be called by the Chairman. These meetings shall be open to the public. The Town Clerk shall be notified of them 24 hours in advance.

In the absence of the Chairman and Deputy Chairman the members present shall elect a temporary Chairman for the conduct of that meeting.

All meetings will be run by the Chairman in an informal roundtable fashion unless the Commission decides to follow parliamentary procedures.

While meetings are open to the public they are not public hearings. Requests to speak on items on the agenda shall be made to the Chairman. Decisions on such requests shall be made by the Chairman unless objection is raised by any member, in which case, a vote of the Commission shall decide.

At a meeting the Commission may vote to go into Executive Session only for those purposes identified in the Freedom of Information Act. The minutes must record the times at which an Executive Session begins and ends.

Procedures

The committee makes motions for recommendations to the Conservation Commission.
A majority vote is needed for any decision or motion.

The minutes will serve as accurate documentation of the meetings unless special documents are prepared and signed by the Chairman and/or the deputy Chairman.

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Members

The Open Space Advisory Committee shall be comprised as follows: the Conservation Commission staff person, the Planning Director, the Director of Parks and Recreation, a representative of the Colchester Land Trust; a representative of the Fish and Game Club and two members at large.

All members of the Open Space Committee shall serve in three years terms

All votes of the Committee shall be decided by simple majority. In the event of a tie vote, the question shall be considered rejected.

In the event of a conflict of interest, either real or apparent, members affected shall recuse themselves from participation in decisions of the Commission.

Officers

There shall be a Chairman as well as a Deputy Chairman. Each officer shall be elected once a year at the October Meeting.

Duties of Officers

The Chairman shall set the dates of Commission meetings and shall notify the Town Clerk of the dates of all regular and special meetings. The Chairman shall establish the agenda for each meeting. The Chairman shall arrange that a record of all meetings be made available to the Town Clerk.

The Chairman shall sign all documents that carry Correspondence of the Open Space Advisory Committee
This does not include the minutes

The Chairman shall assign members and/or agents of the Commission, including municipal enforcement officers, to investigate areas of concern, to make site inspections, to sign administrative documents on behalf of the Commission, and to carry out other duties as are necessary for efficient operation of the Commission.

In the absence of the Chairman, the Deputy Chairman shall have all the powers of the Chairman.

Recommendation on the Acquisition of Land or Interest in Land

Pursuant to the Board of Selectmen policy adopted April 3, 2003 and the Ordinance Creating an Open Space Preservation Fund, the Open Space Advisory Committee shall make recommendations to the Conservation Commission prior to their consideration of acquisition or acceptance of land or interest in land. The Commission in their review and assessment of property may seek input from other Town agencies, such as the Parks & Recreation Department, Public Works Department, and Zoning & Planning Commission, as appropriate.

Budget

The Committee may present justified funding requests through the Code Administration Department/Parks and Recreation Department for inclusion in that Department's budget.

An operating budget cared for by the Town Planner is available to the Open Space Advisory Committee for items such as clerical, consultants and travel

Amendments

These by-laws may be amended by a majority vote of the Commission. Such amendments shall be effective immediately after being passed at two consecutive meetings.

ADOPTED – October 9th 2007

APPROVED

