

**BY-LAWS
OF
ECONOMIC DEVELOPMENT COMMISSION OF ENFIELD, CONNECTICUT
Adopted April 15, 2021**

ARTICLE I – AUTHORITY, POWERS AND PROCEDURES

1.1 The Economic Development Commission of Enfield, Connecticut (the “Commission”) has been created by the Town Council of the Town of Enfield, Connecticut by the adoption of Town Code §26-31 pursuant to authority conferred by Connecticut General Statute §7-136. The Commission has and exercises such duties and powers as are delegated to it by Town Code §26-34 and Connecticut General Statute §7-136, as may be amended. To the extent of any conflict or inconsistency between the provisions of these By-Laws and the Town Code the provisions of Town Code shall be paramount and prevail.

1.2 Subject to any requirements, limitations or restrictions set forth in the Town Code, the Town Charter, applicable Connecticut General Statutes, and/or any charge of the Town Council, the business of the Commission shall be conducted in accordance with Robert’s Rules of Order (as from time to time amended).

1.3 The order of business at all meetings shall be as follows:

- a. Call to Order
- b. Roll Call
- c. Approval of Minutes of Previous Meeting(s)
- d. Report from Development Services
- e. Liaison Report(s)
- f. Old Business
- g. Discussion Item(s)
- h. New Business
- i. Public Comment
- j. Executive Session (if needed)
- k. Adjournment

ARTICLE II – OFFICES

2.1 The principal office of the Commission shall be in the Development Services office in the Enfield Town Hall in Enfield, Connecticut or such other location as shall be designated, from time to time.

ARTICLE III – COMMISSIONERS

3.1 The business of the Commission shall be managed by its Commissioners (the “Commissioners”) who shall exercise all powers of the Commission and do all such lawful acts and things consistent with the Charter or by these By-Laws.

3.2 The Commission shall consist of nine (9) members who are electors of the Town of Enfield appointed by the Town Manager. Inclusive of the nine (9) members shall be three (3) ex-officio members, with all nine (9) having voting rights.

3.3 A Commissioner may resign at any time by giving written notice of such resignation to the Commission and/or the Chairman. Such resignation shall be effective in accordance with its terms, or, if none, upon receipt by the Commission of the Chairman, as the case may be. Acceptance of any resignation, unless required by the terms thereof, shall not be required as a condition precedent to its effectiveness.

3.4 Unless otherwise required by the Town Code, the Town Charter, or applicable Statutes, a simple majority (5 of 9 members) shall constitute a quorum for the transaction of all business to come before the Commission. Commissioners may be present at a meeting either in person or by virtual platform in accordance with applicable provisions of the Freedom of Information Act (Conn. Gen. Stat. §§1-200, et seq.).

3.5 Unless otherwise required, the vote of a majority of the Commissioners present at the time of the vote, provided a quorum is present, shall be required to constitute valid action by the Commission. Each Commissioner present shall be entitled to cast one vote.

3.6 The Commission may hold its meetings at the Town Hall or at such other places, within the Town of Enfield State of Connecticut, as the Commission may, from time to time determine.

3.7 A regular meeting of the Commission shall be held at 7:00 pm on the 3rd Thursday of the month. Special meetings of the Commission shall be held upon notice to the Commissioners and may be called by the Chairman or the Vice Chairman, or upon written request of three (3) commissioners. Regular and special meetings of the Commission are subject to the provisions of the Freedom of Information Act.

3.8 A majority to the Commissioners present, whether or not a quorum is present, may adjourn any meeting to another time or place. Notice of the new time or place of the meeting shall comply with the Freedom of Information Act. Development Services staff will send notice of the adjournment and new time and/or place to all Commissioners who were absent at the time of the adjournment.

3.9 At all meetings of the Commission, unless a Chairman of the Commission has been elected and is present, a chairman designated by the Commissioners shall preside.

3.10 The Commission, by resolution, may designate from among its members, an executive and other committees, each consisting of two (2) or more Commissioners. Each such committee shall perform such functions as shall be designated by the Commission and shall serve at the pleasure of the Commission. Each committee, to the extent provided in the enabling resolution, shall have and may exercise the powers of the Commission in the management of the business and affairs of the Commission. Each committee shall keep regular minutes of its meetings and report the same to the Commission when required.

ARTICLE IV – OFFICERS

4.1 The Commission shall elect annually in the month of January a Chairman and a Vice Chairman from among its members.

4.2 Except as herein provided to the contrary, the Chairman shall be the chief executive officer of the Commission; shall preside at all meetings of the Commission; and shall have, and be responsible for, the management of the business of the Commission, subject to the orders and resolutions of the Commission, and shall implement or cause to be implemented all of the orders and resolutions of the Commission.

4.3 During the absence or disability of the Chairman, the Vice Chairman shall exercise the powers and functions of the Chairman. In addition, the Vice Chairman shall perform such other and further duties as shall be designated by the Commission or the Chairman.

4.4 In addition to the Chairman and Vice Chairman, the Commission may create and designate such other and further officers as the Commission, from time to time, shall designate and shall assign to each such designee, such duties and functions as the Commission may determine. The designation of an officership, and the duties of the holder thereof, shall be set forth in a resolution of the Commission maintained with the books and records of the Commission.

ARTICLE V – EXECUTION OF INSTRUMENTS

5.1 All instruments and documents shall be signed or countersigned, executed, verified or acknowledged by such officer or officers or other person or persons as the Commission may from time to time designate.

ARTICLE VI

REFERENCE: ARTICLE II – ECONOMIC DEVELOPMENT COMMISSION - CHARTER

Sec. 26-31. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commission means the economic development commission.

Sec. 26-32. - Purpose.

The purpose of the economic development commission shall be for the promotion and development of the economic resources of the town.

(Code 1967, § 2-121)

Sec. 26-33. - Establishment.

The town council hereby accepts the provisions of G.S. § 7-136 and establishes an economic development commission.

(Code 1967, § 2-122)

Sec. 26-34. - Powers and duties.

The economic development commission shall serve as an advisory board to the town council and the town manager. The commission shall conduct research into the economic conditions and trends in the town; shall make recommendations to appropriate officials and agencies of the town regarding action to improve its economic condition and development; shall seek to coordinate the activities of and cooperate with unofficial bodies organized to promote such economic development and may advertise and may prepare, print and distribute books, maps, charts and pamphlets which in its judgment will further its official purposes; may conduct activities to market the town's assets for beneficial economic development; and may provide stewardship and oversight of public industrial park assets.

(Code 1967, § 2-123)

State Law reference- Similar provisions, G.S. § 7-136.

Sec. 26-35. -Appointment of members.

The economic development commission shall consist of 9 members, who shall reside or conduct business in the town. The members of the commission shall be appointed by the town manager. In addition, the town council, the planning and zoning commission, conservation commission and the agricultural commission shall each appoint one liaison from their respective bodies to serve as ex officio members.

(Code 1967, § 2-124; Ord. No. 99-3, 6-7-1999; Ord. No.17-3, 6-5-2017)

Sec. 26-36. - Terms of office; filling of vacancies.

The members of the commission shall serve for overlapping terms of five years. Any vacancy in the membership of the commission shall be filled for the unexpired portion of the term by the town manager.

(Code 1967, § 2-125)

Sec. 26-37. - Removal of members.

The town manager may remove any member of the commission for cause and, on request of such member, after public hearing.

(Code 1967, § 2-126)

Sec. 26-38. - Compensation; expenses.

The members of the commission and the ex officio liaisons shall receive no compensation for their services as such, but the members shall, and the liaisons may, be reimbursed for their necessary expenses incurred in the performance of their official duties.

(Code 1967, § 2-127)

Sec. 26-39. - Officers; meetings.

The commission shall elect annually a chair and a vice-chair from among its members. All meetings of the commission shall be at the call of the chair. Meetings will be held at least on a quarterly basis. The commission will hold an annual joint meeting with the town council.

(Code 1967, § 2-128)

Secs. 26-40-26-70. - Reserved.