

**BYLAWS**  
**of**  
**The Mid-Connecticut Project Municipal Advisory Committee**  
**Adopted July 22, 2009**

**ARTICLE I – NAME**

The name of this committee is the Mid-Connecticut Project Municipal Advisory Committee, hereinafter referred to as “the Municipal Advisory Committee.”

**ARTICLE II – ESTABLISHMENT AND PURPOSE**

The Municipal Advisory Committee was established on September 25, 2008, by resolution of the Connecticut Resources Recovery Authority (“CRRA”) Board of Directors. The purpose of the Municipal Advisory Committee is to improve communications between CRRA and the cities and towns that comprise the Mid-Connecticut Project (“Project”). CRRA shall present progress reports on operational, financial and other matters; shall confer with the Municipal Advisory Committee on legislation and various Project problems and opportunities; and shall provide other such information as may be requested by the Municipal Advisory Committee.

**ARTICLE III – MEMBERSHIP AND STAFFING**

**Section 3.1 – Municipal Advisory Committee members.** The chief elected officer (“CEO”) of each of the Mid-Connecticut Project cities and towns shall be a member of the Municipal Advisory Committee. If a city or town does not have a chief elected officer, that city or town’s chief executive officer shall be that city or town’s member of the Municipal Advisory Committee. The chief executive officer of CRRA (“CRRA CEO”) shall be an ex-officio member of the Municipal Advisory Committee but shall have no voting privileges.

**Section 3.2 – Delegates.** The CEO of a city or town may designate a delegate to participate in his or her place. Said designation shall be made in the form of a letter to the Chairman of the Municipal Advisory Committee (“Chairman”). A single delegate may represent more than one CEO, provided each CEO submits a letter of delegation designating that delegate. (A sample designation letter follows these by-laws.)

**Section 3.3 – Municipal Advisory Committee staff.** The CRRA Director of Public Affairs shall act as staff liaison (“CRRA Liaison”) to the Municipal Advisory Committee. CRRA will also provide administrative support for the preparation and distribution of meeting notices and agendas, and the recording and distribution of minutes.

**ARTICLE IV – MEETINGS**

**Section 4.1 – Regular meetings.** The Municipal Advisory Committee shall hold at least four meetings per year at a time and place to be determined by the Municipal Advisory Committee Chairman.

**Section 4.2 – Notices of regular meetings.** The CRRA Liaison shall distribute to each member not less than 45 days prior to the end of each calendar year a notice of the meeting schedule for the next calendar year. The Chairman shall cause the CRRA Liaison to send by e-mail or to personally deliver an agenda to each CEO and to CRRA at least seven days prior to any regular meeting. Each CEO shall cause the notice or agenda, as the case may be, to be posted as required by law. Notices and agendas shall also be posted on the CRRA Internet site.

**Section 4.3 – Agendas for regular meetings.** The Chairman, with the assistance of the CRRA Liaison, shall create the agenda for all regular meetings.

**Section 4.4 – Notices of special meetings.** The Chairman shall cause the CRRA Liaison to send by e-mail or facsimile or to personally deliver a meeting notice including an agenda to each CEO and to CRRA at least 24 hours prior to any special meeting. Each CEO shall cause the notice and agenda to be posted as required by law.

**Section 4.5 – Emergency meetings.** In the event of a Project emergency, the Chairman, in his or her sole discretion (and in compliance with law) may call an emergency meeting. Minutes of an emergency meeting shall be prepared by the CRRA Liaison, placed on file in his or her office, posted on the CRRA Internet site, and filed with such appropriate official(s) as may be required by law not later than 72 hours (three business days) following the meeting.

**Section 4.6 – Quorum.** At any meeting of the Municipal Advisory Committee, attendance by 18 members (or 25 percent of the membership) or delegates representing 18 members (or 25 percent of the membership) shall constitute a quorum.

**Section 4.7 – CRRA participation at meetings.** In addition to the CRRA CEO, who shall be an ex-officio member of the Municipal Advisory Committee, and the CRRA Liaison, one or more members of the CRRA staff and/or Board of Directors may attend any Municipal Advisory Committee meeting and may address the Municipal Advisory Committee at such meeting. No member of the CRRA staff or CRRA Board of Directors (other than those members of the CRRA Board of Directors who, by virtue of municipal office held, are also members of the Municipal Advisory Committee) shall have voting rights or privileges.

## ARTICLE V – VOTING

**Section 5.1 – Voting privileges.** Each member in attendance at a meeting shall have one vote. As specified in Section 3.1, the CRRA CEO shall be an ex-officio member of the Municipal Advisory Committee but shall have no voting privileges. A delegate as specified in Section 3.2 shall cast one vote on behalf of each member he or she represents at a meeting.

**Section 5.2 – Votes required for action.** The Municipal Advisory Committee may take no action except upon the casting of affirmative votes by a majority of those members present for any motion properly made and seconded.

**Section 5.3 – Voice votes.** Unless a roll-call vote is requested by a member (other than the CRRA CEO), all votes of the Municipal Advisory Committee shall be by voice vote.

## **ARTICLE VI – OFFICERS**

**Section 6.1 – Officers of the Municipal Advisory Committee.** The Officers of the Municipal Advisory Committee shall be the Chairman and a Vice-Chairman who shall be elected by a majority of members prior to the start of each calendar year.

**Section 6.2 – Term.** The term of officers shall be one calendar year, except that the first term shall be for the remainder of the calendar year in which these bylaws are adopted. Officers may serve more than one term.

**Section 6.3 – Duties of Chairman.** The Chairman shall preside at all meetings of the Municipal Advisory Committee and have such other duties as described in these bylaws.

**Section 6.4 – Duties of Vice-Chairman.** The Vice-Chairman shall, in the absence of the Chairman, have all of the duties of the Chairman.

## **ARTICLE VII – AGENDAS, MINUTES AND RECORD KEEPING**

**Section 7.1 – Agendas and minutes.** CRRA administrative staff shall, under the direction of the Chairman and with the assistance of the CRRA Liaison, prepare all agendas and record the minutes of meetings within the time periods required by law. Agendas and agenda packages will be distributed by e-mail.

**Section 7.2 – Agenda items.** Any member may place an item on the agenda or any regular or special meeting so long as the request is made no less than three days prior to the time the agenda is distributed to members. Agendas for regular meetings will always include an item for other business and for public comment.

**Section 7.3 – Record keeping.** CRRA administrative staff shall keep copies of all correspondence, agendas, minutes and other documents at CRRA offices for at least as long as is required by law. Agendas and minutes shall be posted on the CRRA Internet site on a page designated for this purpose.

## **ARTICLE VIII – COMMITTEES**

The Municipal Advisory Committee may establish committees of members as the need arises. Such committees may be established either by a majority of members participating at a meeting or by order of the Chairman. The Chairman shall designate the chairman of each committee. Such committees will serve for the amount of time designated in the action establishing said committees.

## **ARTICLE IX – PARLIAMENTARY AUTHORITY**

Meetings of the Municipal Advisory Committee shall be conducted in accordance with the latest revision of Robert's Rules of Order, which shall be the source of authority when it does not conflict with these bylaws. Other rules of conduct may be adopted by resolution of the Municipal Advisory Committee.

## **ARTICLE XI – ADOPTION**

These bylaws shall be adopted upon the affirmative vote of a two-thirds majority of those members present at a meeting on whose agenda such action was specifically listed. For the purpose of adoption of bylaws, the quorum requirement as listed in Section 4.6 shall be waived.

## **ARTICLE X – AMENDMENT**

Once adopted, these bylaws may be amended at any time by 42 affirmative votes, or three-fifths of the membership, provided that such amendment was specifically listed as an agenda item for the meeting at which a motion to amend is made.

# Sample Letter Of Delegation

## (on municipal letterhead)

Date of meeting

The Honorable John Q. Smith  
Chairman  
Mid-Connecticut Project Municipal Advisory Committee  
c/o Connecticut Resources Recovery Authority  
100 Constitution Plaza, 6th Floor  
Hartford, CT 06103

Dear Chairman Smith:

Please be advised that, as allowed under Section 3.2 of the Bylaws of the Mid-Connecticut Project Municipal Advisory Committee, I hereby designate Jane H. Smith as my delegate for any and all meetings of the Municipal Advisory Committee.

Sincerely,

Joseph L. Jones  
First Selectman