

Connecticut River Valley Flood Control Commission By-Laws

These by-laws, adopted as of September 9, 2016 supersede and replace all prior bylaws and amendments dated April 1975, October 1979, and March 1980.

The Seal of the Commission:

The seal of the Commission shall be of circular design with the words "Connecticut River Valley Flood Control Commission" circumscribed on the outer border, the words "September 8, 1953" at the bottom of the inner border and a representation of a flood control dam occupying the center space.

Officers:

Chairperson – The Chairperson shall preside at all meetings and hearings held by the Commission. The Chair shall have general supervision over the business and affairs of the Commission. The Chair and the Vice-Chair shall be the custodians of the Commission's funds and shall be the authorized signatures on the Commissions bank accounts. The Chairperson may also serve as treasurer.

Vice-Chairperson – The Vice-Chairperson shall perform the duties of the Chairperson in the event the office of Chairperson is vacant, or in the event that the Chairperson is unable to perform their duties because of illness, other disability, or absence. The Chair and the Vice-Chair shall be the custodians of the Commission's funds and shall be the authorized signatures on the Commissions bank accounts. The Vice-Chairperson may also serve as clerk.

The Commissioners shall be authorized to retain an Administrator to manage the day to day affairs of the Commission including but not limited to the following:

- Preparation of the annual financial report of the Commission and such other financial statements or reports as the Commission may desire.
- The annual financial report to be presented to the Commission at the second quarterly meeting of the fiscal year.
- Being the official keeper of the seal and the records of the Commission.
- Being able to certify copies of the Records when such certification is necessary or required.
- Maintain the CRVFCC website.

Office:

The Commissioners shall designate the location of the Commission's office as it deems appropriate.

Fiscal Year:

The fiscal year of the Commission shall end June 30th.

Meetings:

The election of officers shall be held at the first quarterly meeting of odd number years, to become effective at the end of that meeting.

Regular quarterly meetings of the Commission may be held in the office of the Commission or any other location the Commissioners designate or may be held via electronic media or other means that the Commission by vote may determine.

Members of the Commission may attend Commission meetings in person or via electronic media or other means that the Commissioner deem appropriate.

The time and date of the quarterly meetings shall be determined by consensus of the Commission.

The Chairman or, in his absence or disability, the Vice-Chairman, may call special meetings of the Commission and shall call a special meeting at the written request of three members.

In the event of the inability of a member to attend either a regular or special meeting or an electronic meeting or by electronic means any member, but not more than two members of the Commission of any one of the four signatory states, may sign a proxy which may be transmitted to the office of the Commission by fax or other electronic means up to the time the regular Commission meeting commences designating their voting authority to another commissioner from their state. The format of the proxy shall be established by the Administrator.

Quorum:

A quorum shall consist of not less than two members from each of the Compact states.

No action shall be binding unless a majority of the members from each state shall have voted in favor thereof.

Miscellaneous:

The Commission shall have a written records/document management plan, to be reviewed biennially at the first quarterly meeting of even number years.

These By-laws may be amended at any meeting, quarterly or special, provided that written notice of the proposed amendments has been given to each of the Commissioners not less than thirty days before the date of such meeting and public notice posted to CRVFCC website.

In witness whereof, the members, representing their respective states, have approved these by-laws in accordance with the vote of the meeting as held.