

**BYLAWS OF THE
LAKE LILLINONAH AUTHORITY
REVISED, NOVEMBER 7, 2017**

ARTICLE I

General

Section 1. Name

The organization shall be known as the Lake Lillinonah Authority. (to be known as the “Authority”)

Section 2. Location

The Chairperson will determine the location of the office of the Authority where all maps, records, etc. are kept.

Delegates to the Authority and towns that are members of the Authority have the right to inspect the maps, records, etc. by making a request to the Chairperson.

The checking and savings accounts shall be at a local area bank to be determined by the Executive Committee. The Connecticut tax number for the Authority is E5702.

ARTICLE III

Membership

Section 1. Eligibility

The towns bordering Lake Lillinonah, Bridgewater, Brookfield, New Milford, Newtown, Roxbury, and Southbury are eligible to join the Authority.

Section 2. Requirements

Presentation of an approved town ordinance to join the Authority, the names of at least three, but no more than four, delegates and payment of annual assessment will constitute membership requirements.

Section 3. Participation

Appointed delegates are expected to attend all scheduled meetings and to participate as much as possible in any other Authority business. Failure to attend meetings for three consecutive months or four months in a year without being excused by the Chairperson may result in a communication from the Authority to the Chief Elected Official (CEO) of the town concerned

outlining the Authority's recommendations. Such communication to the CEO is to be copied to the particular delegate.

Section 4. Vacancies

Vacancies on the Authority shall be filled by the CEO(s) from the Town(s) who has less than three delegates.

Section 5. Delegate Financial Responsibility

Each member town of the Authority shall protect and save harmless such town's delegates to the Authority from financial loss and expense, including legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of alleged negligence on the part of such delegate while acting in the discharge of his duties as such delegate.

ARTICLE IV

Officers (Executive Committee)

Section 1.

The officers of the Authority shall consist of a Chairperson, Treasurer and two other delegates to be designated First Vice Chairperson and Second Vice Chairperson and shall comprise the Executive Committee of the Authority. The Executive Committee shall meet as needed upon the call of the Chairperson to handle business of the Authority as needed.

Section 2. Election

A Nominations Committee, of at least two (2) delegates, shall be appointed by the Chairperson prior to or at the October meeting. At the November, the Nominations Committee shall present a list of all interested candidates. Candidates may also be nominated from the floor or in writing at the November meeting.

The Authority will hold the election of officers at the December meeting. Absentee ballots will be emailed to all voting delegates the week after the November meeting to be returned to the Chairperson prior to or at the December meeting.

A candidate receiving a majority vote for an office at the December meeting shall be declared elected and hold office for one year or until their successor takes office, except for the Chairperson, whose term will be two (2) years. The new officers shall take office January 1 of that year.

Section 3. Vacancies

If the Chairperson cannot complete his/her term, the First Vice Chairperson and Second Vice Chairperson shall move up to the Chairperson and First Vice Chairperson respectively. If the First Vice Chairperson cannot complete his/her term, the Second Vice Chairperson shall move up to First Vice Chairperson.

All other vacancies of officers will be filled by majority vote of the Authority delegates for the unexpired term. At the next regularly scheduled meeting following an office vacancy, the Authority will hear nominations from the floor and vote accordingly.

Section 4. Duties and Powers

A. Chairperson

The Chairperson shall preside at meetings of the Authority and shall have the duties normally conferred by parliamentary law as per Robert's Rules of Order on such officers. The Chairperson shall have the authority to appoint committees, certify expenditure of funds up to one thousand dollars without prior approval of the Authority, call special meetings and perform other duties as may be prescribed by these By-laws.

B. First Vice Chairperson

The First Vice Chairperson shall preside at meetings in the absence of the Chairperson. If both Chairperson and First Vice Chairperson are absent, the Second Vice Chairperson shall preside and so on in order of succession.

C. Second Vice Chairperson

The Second Vice Chairperson shall preside at meetings in the absence of the Chairperson and the First Vice Chairperson.

D. Treasurer

The Treasurer shall be responsible for keeping the financial records of the Authority and providing a report at each regular meeting of the status of the Authority's accounts. In addition, shall prepare the financial records of the Authority for a biennial audit and such other duties as are normally carried out by the Treasurer.

E. Administrator

The Administrator shall be responsible for keeping the records of the Authority, shall provide notice of all meetings, attend to the correspondence of the Authority and be responsible to provide copies of the minutes and other duties assigned by the Executive Committee. The Executive Committee may decide to hire a paid clerk to perform these duties. The rate of pay for the clerk will be determined by a vote of the Authority at any regular meeting. The Administration may or may not be a delegate of the Authority. If the Administrator is a delegate they will also be an officer of the Authority.

Section 5. Removal of an Officer

Upon request by any two (2) delegates a discussion as to cause to remove an officer from office shall be held at any regular or special meeting and a vote of action shall be held at the next regular meeting.

ARTICLE V

Meetings

Section 1. Date

A minimum of six meetings will be held on an annual basis. The time and place of each meeting will be decided by a vote of the Authority at the November meeting and published in the November minutes. The Administrator shall notify the delegates of meetings sent by mail not less than ten days in advance of meetings. In the event of conflict with holidays or other events, a majority at any meeting may change the date of said meeting or, in the absence of such a vote; a date will be left to the discretion of the Chairperson.

Section 2. Quorum

Attendance of delegates representing a majority of the member towns, but in no case less than six delegates, shall constitute a quorum for the purpose of conducting business at any meeting, provided that one of the delegates attending said meeting is an officer of the Authority.

Section 2. Rules of Order

- A. Robert's Rules of Order shall govern the proceedings of the Authority.
- B. All voting actions may have absentee ballots, which shall be written and in the hands of the Chairperson on or before the meeting date of the vote on said action. Any items, which come before the Authority during a meeting will be decided by a majority vote of the delegates present.

Section 4. Order of Business

The order of business at regular meetings shall be:

- A. Call to order
- B. Roll call or signing in
- C. Introduction of guests
- D. Correction and approval of minutes of previous meeting
- E. Additions to agenda
- F. Reports of officers and committees
- G. Old Business
- H. New Business
- I. Announcements
- J. Adjournments

Section 5. Agenda and Reports

- A. A full agenda for a meeting shall be sent by mail to all Authority delegates ten days ahead of the meetings. Copies shall be sent to all Authority member Town Clerks for posting.
- B. All reports to the Authority shall be submitted in writing.
- C. A and B shall not apply to emergency meetings. Such meetings shall meet provisions of all State of Connecticut General Statutes.

Section 6. External Meetings

Any meeting with external agencies or vendors must be attended by at least two (2) delegates, with one preferably an officer.

Exceptions:

1. Individual delegates with their respective town agencies.
2. Any delegate designated by vote of Authority to act as agent or liaison.
3. Informational gathering to be reported at a regular meeting.

ARTICLE VI.

Financial

Section 1. Financial Assessment

The budget proposal for the coming year shall be presented in September and mailed to all delegates of the Authority with the September minutes and shall be voted by the Authority at the October meeting. The resulting financial assessments for each town under the proposed budget and the proposed budget will be mailed to each member town by the end of the month of October.

Section 2. Additional Funds

A decision to request additional funds in excess of annual assessments may be decided by a vote of the Authority, but will not be considered final until notice of intent to pay has been received from each member town.

Section 3. Use of Funds

- A. Use of regular funds will be at the discretion of the Authority. However, funds may not be spent in excess of those at hand.
- B. Expenses up to one thousand dollars (\$1,000.00) may be authorized by the Chairperson.

- C. Expenses over one thousand dollars (\$1,000.00) (not covered by the normal budget), will require the approval of a majority of the delegates present at a meeting.
- D. Expenses over two thousand dollars (\$2,000.00) will have three estimates, any expense more than ten thousand dollars (\$10,000.00) shall be put out to bid, unless it can clearly be shown that such goods or services should come from an expert purveyor or sole source provider.
- E. All checks are required to have one signature from either the Treasurer or Chairperson.

ARTICLE VII

Reports

Section 1. Minutes

Minutes of the meetings will be provided to delegates and the CEO of all member towns. In addition, the minutes will be sent to the Candlewood Lake Authority, the Lake Zoar Authority, the Housatonic Valley Association, the Housatonic Lake Authority, and other organizations at the discretion of the Authority.

Section 2. Annual Audits

The annual audit shall be made of the accounts immediately after the close of business for those years. This report is to be sent to the member towns when accepted by the Authority.

Section 3. Annual Report

The LLA Annual Report will follow the calendar year and shall be compiled in February and following acceptance by the Authority in March, mailed to each member town. Each committee chair shall have a committee report ready for the January meeting.

Section 4. Special Report

A special report for each member town shall be submitted whenever a request is made for additional funds. The report should be: amount of request, amount of assessment, and how the funds are to be used. Any information pertaining to the State and Federal funding should be referenced.

ARTICLE VIII

Employees

Within the limits of the funds available for its use, the Authority may employ such staff personnel and/or consultants as it sees fit to aid the Authority in its work. Appointments shall be made by majority vote. The Chairperson may sign contracts for employing personnel and contracting services as previously approved by the Authority.

ARTICLE IX

These Bylaws may be amended by a two-thirds(2/3) vote of all delegates to the Authority only after the proposed changes have been read and discussed at a previous regular meeting. The proposed changes, together with a proxy form, that can be sent electronic as a substitute for regular mail, to each delegate, at least ten (10) days prior to the date the Bylaws voting will take place. If a delegate(s) is absent from a Bylaw vote and has failed to write a proxy, the official voting delegate of the Authority will be reduced by the number of unrepresented delegates for the duration of the Bylaw vote.

ARTICLE X

Standing Committees

In order to perpetuate the continuity of the goals of the Authority, certain standing committees will be appointed by the Chairperson. Each committee will consist of at least one delegate of the Authority, and will report to the Authority at regularly scheduled meetings. The Committee Chairperson shall be appointed by the Authority Chairperson, or by a vote of committee delegates. Each committee will be responsible for establishing rules and regulations (as per Robert's Rules) to carry out its activities and obligations, which shall be approved by the Authority. Delegates of standing committees will be appointed at the next regular meeting following the election of officers. The filling of committee vacancies during the calendar year will be done at the next regular meeting by a method approved by those in attendance at that meeting. All delegates of the Authority are expected to participate on one or more working committees. Committees shall report in writing as requested by the Authority Chairperson at the following meeting. The standing committees are:

1. Lake Management Committee

The Lake Management Committee will oversee activities that involve the water quality of the lake and its tributaries that include:

1. Administer the on-going water quality programs at Lake Lillinonah;
 - A. Aquatic Nuisance Plant Control
 - B. Algae Bloom Control
 - C. Indicator Bacteria Monitoring
 - D. Water Quality Monitoring and Studies

2. Work with the power utility on FERC activities conducted on the lake as such,

- A. Debris Removal
 - B. Littoral Zone Management
 - C. Shoreline Management
 - D. Oxygenation of Lake Lillinonah
3. Collaborate with Authority Towns, state, and federal agencies, as well as other regional organizations to improve the water quality of the lake and its tributaries.

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4. Assist Authority Towns in reviewing building permit applications for construction occurring within the immediate watershed of the lake.
5. Maintain files of municipal discharge monitoring reports and participate in renewals for discharge permits.

2. Legislative Committee

This committee will:

1. Keep abreast and compile a file of current state and federal water resource laws.
2. Be aware of proposed state and federal water resources legislation; evaluate these bills, and make recommendations to the Authority on whether or not to support certain bills; contact appropriate Congressmen regarding proposed legislation; and follow the progress of bills and make monthly reports to the Authority.
3. Investigate sources of state and/or federal funding for water pollution control projects, which the Authority might be considering.

3. Public Relations Committee

This committee will:

1. Prepare publicity concerning the Authority's activities during the meetings and distribute pertinent information as soon as practical to all newspapers, radio, and television stations serving the six member towns.
2. Function as liaison between news outlets for general information concerning Authority goals. It should be noted that no individual delegate to the Authority will make a public statement of policy without the authorization of the Authority or the Executive Committee when necessary.
3. Provide the main contact between other environmental groups concerning our activities.
4. Be responsible for public relations for special events of the Authority.

5. Establish and maintain bulletin boards at the various town and state parks and boat launching areas on the lake. The bulletin boards will include but not be limited to the following:

- a. Telephone number and addresses of local and state police and the State of Connecticut of Environmental Protection (DEP) conservation office.
- b. Address and phone number of the Lake Lillinonah Authority office.

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- c. Any items of interest pertaining to boating, swimming, diving, etc., which would tend to make these activities safer and more enjoyable, and any new regulations and/or pertinent ordinances.

4. Safety and Boating Committee

1. Safety and Law Enforcement

This committee will be responsible for overseeing water safety and the enforcement of boating laws and regulations as they pertain to Lake Lillinonah. As one measure of accomplishing this, it should establish and maintain channels of communication with appropriate State regulatory agencies and local town authorities.

2. Marine Patrol Officers and Marine Assistants

This committee will be responsible for the interviewing of candidates for the Marine Patrol Officer and Marine Assistant positions. They will make recommendations to the Authority regarding the hiring of these candidates.

This committee will establish written guidelines for the above employees pertaining to but not limited to, titles, job descriptions, duties, and in conjunction with the Chief of the Marine Patrol Officers operational guidelines for the patrols. These Guidelines will be submitted to the Authority for approval prior to implementation.

3. Boat Use, Maintenance, and Scheduling

This committee will:

- a. Be responsible for preventative maintenance, repairs, auxiliary equipment, maintaining a ship's log, generally keeping the Authority's boats in good serviceable condition. This committee will schedule usage so as to provide maximum efficient utilization of the boats.
- b. Establish and maintain a schedule book to facilitate scheduling and to avoid conflict of usage. Priority shall generally be given to the earliest request. In the event of conflict of schedules, priority shall be determined by:

- i. The Safety and Boating Committee Chairperson and at least two delegates of the Executive Committee, or
- ii. In the event the Safety and Boating Committee Chairperson is not available, a majority of the Executive Committee, or
- iii. A majority of Authority delegates. In the event of a conflict between any of the above, a majority of the Authority delegates shall prevail.

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- c. Determine the persons authorized to use the boats, and see that each person in charge is properly instructed in its operation.
- d. Publicize the fact that the boat is available to police or rescue agencies in the event of an emergency.

4. Buoys

- e. Identify need for, purchase and placement of buoys in accordance with state regulations.
- f. Arrange for maintenance, placement and removal for winter storage of all buoys belonging to the Authority.

