

Sec. 22a-315-13. Operating procedures

(a) Quorum.

A quorum shall be one (1) more than half of the number of directors, including vacancies and any official action of the board must be the result of a majority vote of the quorum.

(b) Regular Meetings.

Each district shall hold regularly scheduled meetings as necessary to perform official actions of the board.

(c) Annual Meeting.

Each district shall hold an annual meeting to conduct elections for the expiring terms of directors and alternates and to present the annual report. Such annual meeting shall be held in each district within five (5) calendar months following the close of the state fiscal year.

(d) Notice.

(1) Each district shall cause to be published a written notice of the annual meeting and election or special meeting not more than sixty (60) days and not fewer than thirty (30) days before the date of such meeting. Such notice shall appear in one or more newspapers having a general circulation in each town or city for that district.

(2) Each notice shall include:

(A) The name of the district and the name of the towns and cities within the district and the date, time and place of the meeting;

(B) A statement of the purpose of the meeting. For an annual meeting, the purpose of the meeting shall include the election of directors and alternates to the board from and by eligible voters, and to present the annual report;

(C) The names of any persons to be nominated by the nominating committee of each board of directors provided such nominating committee has made such nominations; and

(D) A statement about how additional information about such meeting may be obtained.

(e) Annual Plan of Operation.

(1) By April 30 of each calendar year the board of directors of each district shall prepare a draft annual plan of operation. Such draft plan of operation shall:

(A) Be consistent with the district's responsibilities pursuant to section 22a-315 of the Connecticut General Statutes and sections 22a-315-10 to 22a-315-19, inclusive, of the Regulations of Connecticut State Agencies;

(B) Set forth and describe the district's goals and objectives for the upcoming year, the requisite actions and resources necessary for achieving such goals and objectives, the performance measures to be used in determining the effectiveness of a course of action, and any potential constraints to achieving such goals and objectives; and

(C) Include the annual budget necessary to implement such annual plan of operation.

(2) The board of directors shall submit such draft plan of operation to the commissioner and the chairman of the Council by May 5th of each year.

(3) The commissioner, or designee, and the chairman of the Council, or designee, shall review the draft annual plan of operation and budget and may provide comments to the district board of directors.

(4) By June 30 of each calendar year the board of directors of each district shall consider such comments, if any, and adopt the annual plan of operation and annual budget in final form with appropriate revisions by majority vote.

(5) By July 31 of each calendar year the board of directors of each district shall submit the approved annual plan of operation to the commissioner and the chairman of the Council.

(f) Annual Report.

(1) By September 1st of each calendar year the board of directors of each district shall prepare a draft annual report consistent with the annual plan of operation. Each board of directors shall submit such draft annual report to the commissioner and the chairman of the Council by September 15th of each year.

(2) The commissioner and the chairman of the Council, or designees, shall review the draft annual report and may provide comments to each board of directors. By October 1st of each calendar year the board of directors for each district shall consider the comments received from the commissioner and chairman of the Council, if any, and vote to approve the annual report with appropriate revisions.

(3) A copy of the approved report signed by the chairman of the board of directors shall be provided to the commissioner and to the chairman of the Council prior to the annual meeting of that district. Such report shall be presented to the public at the annual meeting of each district.

(4) The annual report shall contain the following information:

(A) An introduction by the chairman that includes a listing of the current members and alternates of the board of directors; and

(B) A description of actions taken to achieve the objectives identified in the prior year's annual plan of operation.

(g) Annual Audit.

By December 31 of each calendar year, each board of directors shall cause to be conducted and submitted to the commissioner and the chairman of the Council an independent audit of all funds received and expended by such board in the prior state fiscal year in accordance with sections 4-230 to 4-236 of the Connecticut General Statutes.

(h) Committees.

Each board of directors may provide for the creation of committees and the appointment of board members thereto to assist such board in carrying out its responsibilities.

(i) Representatives to the Council.

Each board of directors shall select directors from that district to the Council pursuant to section 22a-315-16 of the Regulations of Connecticut State Agencies.

(j) Conflict of Interest.

No director or alternate shall be an employee or contractor of any soil and water conservation district.

(k) Bonding.

Each officer and each bookkeeper of each district shall be bonded to the amount of the annual budget of that district.

(l) Other Procedures.

(1) The board of directors for each district may adopt by-laws, provided such bylaws are not inconsistent with these regulations and Chapter 446h of the Connecticut General Statutes.

(2) Not later than one (1) year after the effective date of these regulations, each board of directors shall submit any by-laws adopted by such board to the commissioner and to the

Regulations of Connecticut State Agencies

chairman of the Council. If any changes to the by-laws are subsequently made, they shall be submitted to the commissioner and the chairman of the Council within 30 days of their adoption.

(3) Robert's Rules of Order, as amended, shall be followed for procedures not covered by these regulations, chapter 446h of the Connecticut General Statutes or the by-laws adopted for any district or the Council.

(Adopted effective December 24, 2002)