

**BYLAWS OF THE  
CONNECTICUT ASSOCIATION OF  
REGIONAL PLANNING ORGANIZATIONS**

1. As Amended to September 11, 1984; 2. Reendorsed December 16, 1991;  
3. As Amended to February 22, 2001; 4. As Amended to April 14, 2005

**1. NAME**

The full name of this organization as of April 14, 2005 shall be the Connecticut Association of Regional Planning Organizations. Prior names were the Regional Planning Organizations of Connecticut (RPOC) and the Regional Planning Association of Connecticut (RPAC). CARPO remains responsible for the assets, liabilities and appointment powers of RPOC and RPAC.

**2. ESTABLISHMENT, DISSOLUTION AND MEMBERSHIP**

Each agency responsible for regional planning, under the provisions of Chapter 127 or Sections 4-124h and Section 4-124o of Chapter 50 of the Connecticut General Statutes, shall be eligible for membership in the Organization and may become a member by adopting a resolution authorizing such membership. A member agency may withdraw in a similar manner.

The Organization shall come into existence at such time as sixty (60%) percent or more of the eligible agencies have become members. The Organization shall cease to exist at such time as the number of member agencies drops below forty (40%) percent of those eligible. Each member agency shall be entitled to one representative, who shall be a board member or staff person of the member agency.

**3. PURPOSES AND RESPONSIBILITIES**

The Organization shall act as the primary advocacy group for regional planning issues and interests within the State of Connecticut. It shall foster the concept of regional planning in close cooperation with local units of government and the State of Connecticut. It shall speak as a representative body with regard to matters of policy which are of material concern to all agencies responsible for regional planning in Connecticut and shall act in a way that strengthens cooperation among said agencies.

The Organization shall provide a vehicle for negotiation and liaison with various state agencies and shall take careful note of legislation affecting regional planning. It shall also provide an educational forum for its members and the general public with regard to issues and methods of regional planning. It may publish documents under its name and shall share information among members and other agencies responsible for regional planning in Connecticut. It shall be a unique and separate entity whose strength and purpose are derived from its members.

**4. VOTING AND QUORUMS**

Each representative shall be entitled to one vote. A quorum for action shall be at least sixty (60%) percent of the member agencies. Except as otherwise provided in these Bylaws, all actions of the Organization shall be by a two thirds vote of those representatives present, a quorum being established.

**5. OFFICERS**

There shall be a Chairman, Vice-Chairman, Secretary and Treasurer who shall represent different member agencies and who shall be elected for two year terms beginning in

January of odd numbered years. Vacancies shall be filled for any unexpired terms by election at the next regular meeting provided that due notice of such vacancy is given.

The Chairman shall preside at all meetings of the Organization, call special meetings, and perform such duties as may be required to carry out these Bylaws and any other duties normally associated with the office of Chairman. The Vice-Chairman shall act for the Chairman in his/her absence and have the authority to perform the duties prescribed for that office.

The Secretary shall keep the minutes and records of the Organization, send notices of all meetings, and perform such other duties as are normally carried out by a Secretary. The Treasurer shall be responsible for the collection of all dues and other payments, for the proper use of the funds of the Organization, and the preparation of the budget.

## **6. COMMITTEES**

The Executive Committee shall be composed of the Chairman, Vice-Chairman, Secretary and Treasurer. In the event of the need for emergency action on the part of the Organization, the Executive Committee shall have the power, by unanimous vote, to render a decision on behalf of the Organization, provided that an Organization meeting is held as soon as possible thereafter to ratify such action.

The Executive Committee shall establish such committees as it deems necessary to conduct the business of the Organization, with the approval of a majority of the representatives present at any regular or special meeting of the Organization.

## **7. MEETINGS**

The Organization shall meet at the date, time, and place to be set by the Chairman. Each representative shall be sent a notice of each meeting, as well as an agenda, which shall contain all items previously determined by the Organization at least one week prior to the meeting. Additional items may be placed on the agenda by majority vote of those present.

## **8. FISCAL MATTERS, DUES AND EMPLOYEES**

The Organization is authorized to receive for its own uses and purposes any funds from any source consistent with its purposes and responsibilities. Dues will be established and a budget and program will be presented for adoption as necessary. Within the amounts so received the Organization may engage employees and contract with professional consultants, the state and federal governments or with any one of more of them.

The fiscal year of the Organization shall coincide with that of the State of Connecticut. Within sixty (60) days of the close of the fiscal year the Treasurer shall present to the Organization an accounting of the disposition of funds for said fiscal year. Audits will be performed as required.

## **9. BYLAW ADOPTION AND AMENDMENT**

These Bylaws may be adopted and amended at any regular or special meeting of the Organization by affirmative vote of not less than a two thirds majority of the representatives to the Organization present, a quorum being established. Notice of the proposed adoption or amendment, stating the complete text of the adoption or amendment, shall be sent to all representatives of the Organization with the notice of the meeting at which they are to be considered.

These Bylaws shall become effective upon adoption.