

**BYLAWS OF THE  
CONNECTICUT ASSOCIATION OF COUNCILS OF GOVERNMENTS**

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; 5. As Amended to May 21, 2015;  
6: As Amended to October 1, 2015

**1. NAME**

The full name of this organization as of May 21, 2015 shall be the Connecticut Association of Councils of Governments (CTCOG). Prior names were the Connecticut Association of Regional Planning Organizations (CARPO), Regional Planning Organizations of Connecticut (RPOC) and the Regional Planning Association of Connecticut (RPAC). CTCOG remains responsible for the assets, liabilities and appointment powers of CARPO, RPOC, and RPAC.

**2. ESTABLISHMENT, DISSOLUTION AND MEMBERSHIP**

The director of each council of governments (COG), organized under the provisions of Sections 4-124i to 4-124p of Chapter 50 of the Connecticut General Statutes and certified by the Secretary of the Office of Policy and Management, shall be members of the Organization, unless the member chooses to withdraw from the Organization. A member may withdraw from the Organization by written notice to the Chair. A withdrawn member may resume membership in the Organization by written request to the Chair.

The Organization shall come into existence at such time as sixty (60%) percent or more of the eligible members are participating. The Organization shall cease to exist at such time as the number of members participating drops below forty (40%) percent of those eligible. Each COG director shall be entitled to one representative, who shall be either him/herself or another COG employee from the director's COG.

**3. PURPOSES AND RESPONSIBILITIES**

The Organization shall be an association of COG directors that meets to discuss issues of regional and multi-regional concern and to facilitate cooperation, information sharing, and regional / multi-regional projects and service delivery. The Organization may invite speakers and representatives.

The Organization may propose a legislative agenda or propose positions on initiatives or legislation. Members shall be provided with proposed legislative agendas, position papers, and support letters with sufficient time to discuss the proposal with their respective COG chair, if necessary. The Organization shall only endorse a legislative agenda or position paper or represent all Connecticut councils of governments if all members are in consensus.

**4. VOTING AND QUORUMS**

Each member 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 simple majority, a quorum being established.

For the purpose of drafting and distributing organization position papers, the requirement to take action shall be a consensus of the Organization.

**5. OFFICERS**

There shall be a Chair, Vice-Chair, Secretary, and Treasurer who shall represent different COGs and who shall be elected for two year terms beginning January 1. Vacancies shall be filled for any unexpired terms

by election at the next regular meeting provided that due notice of such vacancy is given. Members shall be allowed to serve successive terms.

The Chair shall preside at 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 Chair.

The Vice-Chair shall act for the Chair 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 Chair, Vice-Chair, 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 Chair. 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 may be established, and a budget and program may 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 shall 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.