

**TOWN OF LINCOLN**  
**Conservation Commission**  
**Bylaws**  
Adopted 6/6/02

**I. Purpose**

The purpose of the Lincoln Conservation Commission is to carry out the powers and duties under Title 24, Chapter 118, V.S.A., described as follows:

- a. To develop and maintain an inventory of the Town's natural, historic, and cultural resources and to assist in the planning and stewardship of these resources for the continuing benefit of the townspeople;
- b. To engage in activities that educate people on the benefits, values, and potential threats to the integrity of the above-mentioned resources;
- c. To encourage public use and enjoyment of public lands (including Town properties) in ways consistent with the long-term stewardship goals of the Town as set forth in the Town Plan;
- d. To affirm the importance of conservation and recreation goals in overall land use planning and zoning;
- e. To make recommendations to and cooperate with other Town officials, commissions, and groups, and with agencies of regional, state, and federal government on matters affecting the natural, historic, and cultural resources of the Town;
- f. To provide a vehicle for acquiring property interests in real estate when these interests support the conservation goals outlined in the Town Plan and, in such cases, to develop and implement appropriate management strategies.

**II. Membership**

The commission shall consist of from three to nine members, each appointed by the Selectboard. Each member shall be a resident of the Town. All members shall serve without compensation, but may be reimbursed by the Town for necessary and reasonable expenses incurred in the course of their duties. All vacancies shall be filled by the Selectboard within six months, with such appointment being for the remainder of the vacant term. Appointments shall be for 4 years (except that initial appointees shall have staggered terms). The Selectboard may remove any member if just cause is stated to them in writing and after a public hearing, if that member so requests. Just cause may include failure to attend at least 50 % of the Commission meetings during the preceding 12-month period or three regularly scheduled meetings in succession.

**III. Officers**

- a. The Commission shall elect the following officers annually :
  - 1) **Chair.** The Chair shall preside at all meetings of the Commission at which he/she is present, and direct the work of the Commission. The Chair shall submit to the Selectboard, by January 31 of each year, a brief annual report of the Commission's activities of the year past and plans for the coming year. Upon adoption by the Selectboard this report shall be included in the Lincoln Town Report. The Chair shall ensure continuing communication relative to the Commission's purposes with the Selectboard, Planning Commission, and other Town agencies or groups.
  - 2) **Vice-Chair.** The Vice-Chair shall assume all duties and powers of the Chair in his/her absence.
  - 3) **Clerk.** The Clerk shall keep minutes of all Commission meetings and proceedings and record any actions taken, post notices of Commission meetings, and give notice to individual members if needed.
  - 4) **Treasurer.** The Treasurer shall recommend action on all bills received by the Commission and submit bills to the Selectboard for payment. The Treasurer shall provide financial reports at Commission meetings and submit a financial report annually to the Selectboard.

- b. Officers shall serve a one-year term and, except for the chair, may be elected for successive terms in the same office. Officers may be removed by majority vote of the Commission members. When an officer position becomes vacant, the Commission shall elect an acting officer for the remainder of the vacancy.
- c. Subject to approval by the Selectboard, the Clerk may be a non-Commission member and may receive compensation for fulfillment of his/her duties.

#### **IV. Meetings**

- a. All Commission meetings shall be open to the public and shall be held at the same time each month (e.g., first Thursday of the month) unless otherwise posted at the Town Office not less than 7 days in advance. A permanent change in the regular meeting date and time must be properly warned. Minutes and records of Commission meetings and action shall be filed with the Town Clerk and be available to the public.
- b. A quorum shall consist of a majority of the appointed members. Any member unable to attend a meeting shall notify the Clerk of the Commission in advance of the meeting date.
- c. Members shall declare when they or their immediate family have an ownership interest in properties or abutting properties under discussion by the Commission, and they shall abstain from voting on Commission matters concerning such properties.

#### **V. Committees**

- a. The Commission may establish standing committees to help fulfill its administrative duties and functions. If the Commission chooses not to establish standing committees section, all responsibilities and duties shall be assumed by the entire Commission or delegated by the Chair. The Chair may appoint ad hoc committees for any purpose that supports the goals stated in Article I.
- b. Committee membership is open to all Town residents; all committee meetings shall be open to the public. Committees shall include at least one member of the Commission; each committee shall elect a chairperson to serve for a one-year term. Committees shall maintain minutes of their meetings and submit copies of the minutes to the Clerk of the Commission. No action, including the expenditure of funds, shall be taken by any committee without the consent of the Commission.

#### **VI. Operating Expenses**

- a. The Commission shall have the authority to request funds from the Town for operating expenses. The Commission may also acquire operating funds through fundraising activities, by gift, and by grant. Any funds from private, state, or federal sources which impose any obligation on the Town shall be accepted only by consent of the Selectboard.
- b. Any funds raised by or appropriated to the Commission shall be carried in a public trust fund called the Lincoln Conservation Trust Fund, under the charge and management of the Town Treasurer. This fund shall accrue from year to year for Commission use solely for the purposes in Article I of these bylaws.

#### **VII. Public Representation**

The Commission shall represent the public interest in any matter having a potential adverse impact on the natural, historic, or cultural resources of the Town, to the extent permitted by law and guided by the goals of the Town Plan. The Commission is authorized to make recommendations to any town, regional, state, or federal body when it believes such recommendations are needed to implement the purposes set forth in Article I of these bylaws.

#### **VIII. Amendments**

These bylaws may be amended at any regular meeting of the Commission by a two-thirds vote of the Commission. Written notice of intent to amend must be publicly posted, sent to each member of the Commission, and to the Chair of the Selectboard at least seven days prior to the meeting at which the proposed action is to be taken.