

Council of Governments Bylaws – Amended 1-27-11

I. Name

The name of the organization shall be the Tompkins County Council of Governments (TCCOG).

II. Purpose

The TCCOG is an association of local governments organized to provide a forum for discussion and negotiation leading to agreements for more efficient and fiscally responsible delivery of government services.

The goals include: expanding cooperation among taxing entities and resolving duplication of services, improving communication among local governments in Tompkins County and improving involvement with School Districts.

The TCCOG may seek, allocate and administer appropriate funding from local, state, federal and private sources, including various grants, to support the accomplishment of the goals.

III. Membership

A. **Designated Members:** Each Municipality shall select an elected official as a designated representative/member.

All other elected officials are welcome to attend and participate in the discussions.

B. **Alternate Members:** Each municipality should indicate an alternate member to attend if the Designated Member is unavailable. The alternate member may or may not be an elected official.

IV. Officers

The officers of the TCCOG will be two Co-Chairs and a Vice Chair.

A. **Nomination and Election of Officers**

Officers will be nominated by the TCCOG from among its designated (elected officials) members and approved by a majority vote of those present, in person or by proxy.

The Proxy must be in writing, signed and submitted, on or before the meeting date and state how the vote shall be cast.

B. **Term**

Officers will be elected for a one-year term, based on a calendar year, from the time of election.

C. **Vacancies**

Should a vacancy occur in any office of the TCCOG, the Council will elect a replacement from among its members and approved by a majority vote of those present in person or by proxy. The proxy must be in writing, signed and submitted, on or before the meeting date, and state how the vote shall be cast.

A vacancy occurs only upon the receipt of a letter of resignation or termination of an elected official.

D. **Duties**

The officers of the TCCOG shall undertake the duties commonly associated with their positions. The Co-Chairs shall set agendas and preside over Council meetings. In the absence of both Co-Chairs, the Vice Chair shall preside.

E. **Support to the Council**

The County Administrator will continue to provide staff support and assistance to the Council. The staff support shall include minutes and agendas as well as special projects as needed. The County Administrator must approve special project support.

V. **Meetings**

Meetings will be held monthly at an established date and time. The first meeting of the year shall be an organizational meeting. Meetings shall be open to the public.

A. **Quorum**

A quorum shall consist of a majority of the membership.

- B. **Voting:** Each municipality shall have one (1) vote cast by their designate member or alternate, in the absence of the designate member. Decisions are based on a majority vote of those present at the meeting, if a quorum is present in person or by proxy. The proxy must be in writing, signed and submitted, on or before the meeting date and state how the vote shall be cast.

No municipality would be bound to participate in the majority decision of the Council.

VI. **Funding Reserve**

Resolution No. 3 adopted on November 18, 2010 created a funding reserve to provide a modest source of one-time funding for projects that are of mutual benefit to the majority of municipalities within TCCOG and that serve the broadest interests of all members.

- A. **Voluntary Contribution:** Voluntary contribution should be set on an annual basis with a periodic evaluation of need for additional funds.
- B. **Requests for use of Funds:** Proposals to appropriate funds must be received by TCCOG Board at least one week prior to a TCCOG meeting.
- C. **Approval of Funds:** Appropriation of TCCOG reserve funds shall be made based by a 2/3 majority vote of those attending the TCCOG meeting where the proposal is being presented and discussed.

VII. **Bylaws**

Bylaws may be adopted or amended by a two thirds (2/3) vote of constituent members in person or by proxy. The proxy must be in writing, signed and submitted, on or before the meeting date and state how the vote shall be cast. There must be advance notification of changes given before a vote. .