

# TOMPKINS COUNTY PLANNING ADVISORY BOARD

## BY-LAWS

Adopted by the Planning Advisory Board 2/26/2003 and by Resolution #48 of the Board of Representatives 3/18/2003

### Article I. Name

The official designation shall be the Tompkins County Planning Advisory Board, abbreviated PAB, and herein called the "Advisory Board."

### Article II. Purpose

The purpose of the Advisory Board shall be to provide the Tompkins County Legislature and the Commissioner of Planning with advice and counsel on comprehensive land-use planning and matters relating to regional, County, and municipal planning consistent with Article 12-A of NYS General Municipal Law (GML) and the Tompkins County Charter.

### Article III. Powers and Duties

The responsibilities of the Advisory Board include the following tasks:

1. To advise the Commissioner in the development of a Comprehensive Plan and the development and implementation of related policies and programs for submittal to the appropriate Program Committee(s) of the Tompkins County Legislature.
2. To make recommendations to the Legislature and the Commissioner of Planning concerning any subsequent updating or revisions and implementation of the Comprehensive Plan and its related elements.
3. To act as a resource to the Legislature and the Commissioner of Planning on planning and development matters, including but not limited to economic development; housing; infrastructure; education; and social, historic, and kindred natural- and human-resource matters at the County, regional, and State levels.
4. To facilitate planning activities on a cooperative countywide and regional basis, especially where issues reach across municipal boundaries.
5. To advise the Legislature and Commissioner of Planning on when and how to assess the potential impacts of major County programs on the County's infrastructure, and financial and human resources, and on the County's Comprehensive Plan.
6. To assist and advise the Commissioner of Planning on the development of the Department's Work Program, advising on the direction and priority of project activities, and providing proactive planning support.
7. To assist the County, its Departments, and other agencies with specific planning-related tasks as directed by the Tompkins County Legislature.

### Article IV. Membership

#### Section 1. Voting Membership

The voting membership shall consist of those persons duly appointed by the Tompkins County Legislature as provided by the Tompkins County Charter. The members of the Advisory Board shall serve staggered three-year terms.

#### Section 2. Associate Members

The Advisory Board may appoint associate members for special projects. Such members may participate in Advisory Board discussions and serve on committees; such members may vote in committee only.

Associate members shall serve terms that expire annually on December 31. Associate members may be re-appointed.

### **Section 3. Attendance**

Voting members are expected to attend all meetings of the Advisory Board. Absences caused by illness, extreme weather conditions, or by personal matters of importance are excusable. If an Advisory Board member has two unexcused absences or misses one-half of the regularly scheduled meetings in one year, his/her membership on the Advisory Board shall be automatically terminated. The Chair (of the Advisory Board) shall then notify the Clerk of the Legislature with a copy to the terminated member.

Voting members may request a leave of absence for up to six months. The Advisory Board may allow such leave of absence for a member only once during that member's three year term.

## **Article V. Officers**

### **Section 1. Chair**

The Advisory Board Chair shall be elected at the annual meeting by the Advisory Board's voting membership. The duties of the Chair are to:

1. serve as primary representative of the Advisory Board;
2. preside at Advisory Board meetings;
3. call special meetings, as needed, or cancel a scheduled meeting, if deemed necessary;
4. appoint committees as appropriate, subject to majority approval of the members of the Advisory Board; and
5. direct correspondence for the Advisory Board.

### **Section 2. Vice-Chair**

The Advisory Board Vice-Chair shall be elected annually by the Advisory Board's voting membership. The duty of the Vice-Chair is to serve as Chair pro tem in the absence of the Chair, or, in the event of a vacancy, until the Advisory Board elects a new Chair.

### **Section 3. Nominations**

A Nominating Committee, chaired by a member of the Advisory Board and consisting of not fewer than three voting members, none of whom shall be an officer, shall be appointed by the Advisory Board Chair. The Nominating Committee shall report to the Advisory Board on nominees for officers. Nominations may also be made from the floor.

### **Section 4. Terms of Office**

The officers shall hold office for one year or until their successors are chosen.

### **Section 5. Term Limits**

No officer shall hold the same office for more than two successive one-year terms, nor shall they hold more than one office simultaneously.

## **Article VI. Meetings**

### **Section 1. Regular Meetings**

A regular meeting schedule shall be established at the Advisory Board's annual meeting. The Advisory Board shall meet, at a minimum, four times each year.

### **Section 2. Annual Meeting**

The first meeting of the Advisory Board after January 1st shall be considered the annual meeting.

### **Section 3. Special Meetings**

The Chair shall be empowered to call a special meeting. The Chair shall call a meeting at the written request of five voting members.

**Section 4. Conduct of Meetings**

The Advisory Board shall abide by the New York State Open Meetings Law. In the conduct of meetings and the transaction of Advisory Board business, the Chair shall follow the most recent edition of Robert's Rules of Order. In the event of a conflict between Robert's Rules of Order and these Bylaws, these Bylaws shall take precedence.

**Section 5. Quorum**

A quorum for the transaction of business by the Advisory Board shall consist of a majority of the authorized voting members of the Advisory Board.

**Section 6. Voting**

Action by the Advisory Board, except for amendment of the Bylaws, shall be by majority vote of the attendees, a quorum being present. Proxy voting shall not be permitted. The Advisory Board may, without a quorum being present, pass by a majority of the voting members present a resolution known as a "sense of the body resolution" which shall specifically state in the resolution that it represents the action of a majority of the members present in the absence of a quorum.

**Section 7. Minutes**

The Advisory Board shall keep minutes of all regular and special meetings. Draft minutes shall be available within ten working days after each meeting.

**Section 8. Canceling Meetings**

The Chair shall be empowered to cancel a meeting of the Advisory Board if deemed necessary.

**Article VII. Committees**

**Section 1. Appointment; Membership**

The Chair of the Advisory Board may establish committees as appropriate, subject to approval of the members of the Advisory Board. Each committee shall consist of at least two voting members of the Advisory Board and may include one or more associate members. The Chair of the Advisory Board shall appoint the chair of each committee who shall be a voting member of the Advisory Board.

**Section 2. Terms of Committees**

Committees will be temporary in nature. Each committee shall be established for one year or until the assigned task is completed, whichever is shorter.

**Section 3. Reports**

All committees shall be responsible to the Advisory Board. Committees shall keep the Advisory Board informed of its meeting schedule, shall keep a record of its meetings, and shall make reports to the Advisory Board of their activities and future plans from time to time, as shall be required.

**Article VIII. Adoption**

These bylaws shall become effective upon adoption by a two-thirds vote of the authorized membership of the Advisory Board and upon the approval of the County Legislature.

**Article IX. Amendment of Bylaws**

All proposed changes are to be presented at the meeting prior to the meeting at which the proposed changes will be voted upon. Prior to voting, all members of the Advisory Board will be notified in writing of the proposed changes and a two-thirds vote of the authorized membership is required for adoption of changes.

Amendments approved by the Advisory Board shall become effective upon approval by the Tompkins County Legislature.