

**By-Laws**  
**of**  
**The Washington County**  
**Planning Board**

Adopted by Washington County Planning Board  
September 12, 2005

Amended February , 2008

**BY-LAWS**  
**OF**  
**THE WASHINGTON COUNTY PLANNING BOARD**

**I**  
**Establishment of the Planning Board**

1. This Washington County Planning Board was established pursuant to resolution number 89 adopted by the County Board of Supervisors, County of Washington, State of New York, on the 11<sup>th</sup> day of May, 1967, under the provisions of Section 239b of the General Municipal Law of the State of New York.

**II**  
**Membership**

1. Members of the Planning Board shall be appointed by the Washington County Board of Supervisors.

A. *The Planning Board<sup>1</sup> shall consist of 11 voting members.*

B. *Ex-Officio members may be appointed by the Board of Supervisors, such members will not have a vote and the presence of such members will not count towards a quorum.*

2. If a member shall be absent for three consecutive meetings without notification, the Chair of the Board of Supervisors will be notified.

3. *If a member fails to fulfill and provide proof of the annual planning training requirement the Chair of the Board of Supervisors will be notified and procedures will be commenced to remove that member from his/her position.*

**III**  
**Officers**  
**Elections and Terms**

1. The officers of the Washington County Planning Board shall be elected each year for a one-year term by and from the appointed voting members of the planning board at the first regular meeting in January of each year and shall consist of a Chair, a Vice-Chair and a Secretary.

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<sup>1</sup> Hereinafter the Washington County Planning Board may be referred to as "board." For purposes of the by-laws, "board" shall mean all duly appointed, voting members of the Washington County Planning Board.

2. If an office shall become vacant for any reason, the board shall elect at the next regular meeting, a successor to hold office for the remainder of that term.

### **Duties**

1. The Chair shall be a member of the planning board. The Chair shall preside at all planning board meetings and shall have special duties as prescribed or implied herein. In addition, the Chair shall be the authorized spokesman for the planning board.

All official communications of the board shall be carried out by the Chair or under his direction. The Chair shall sign all official documents of the Washington County Planning Board in accordance with the requirements of these By-Laws. The Chair shall see that all reports, documents and actions of the planning board are properly made, executed, filed or taken as the case may be, in accordance with law and these By-Laws.

2. The Vice-Chair shall be a member of the planning board, and shall, in the absence of the Chair, exercise or perform the duties and responsibilities of the Chair.

3. The Secretary shall be a member of the planning board, and shall cause that a written record of all business transacted by the board be kept, that notice be given to all members of all meetings, that all official records of the Commission be kept on file, that all maps, records and reports of the planning board be certified and, serve public notice of all hearings and public meetings.

A set of minutes for all committee meetings of the Washington County Planning Board shall be prepared, and maintained by the Secretary.

The Secretary shall sign all minutes, after their preparation and at the end of each year shall certify that the minutes of the preceding year are a true and correct copy of the same.

The Secretary shall cause an annual report consisting of the planning board bound copy of the minutes for the preceding year and a summary of the actions taken by the planning board shall be presented to the Chair of the County Board of Supervisors at the first regular meeting of the County Board of Supervisors. Said copy shall bear the title "Annual Report of the Washington County Planning Board for the year 20--."

## IV Meetings

1. The annual meeting of the County Planning Board *shall be held on the 2<sup>nd</sup> Tuesday of January each calendar year.* The order of business for the annual meeting shall be as specified in Article V, Section 1.
2. *The regular meetings of the Washington County Planning Board shall be held as determined at the annual meeting for each upcoming year. Such meetings shall be held on a monthly basis and the schedule for those meetings will be available to the public and noticed to the public within five (5) business days of the annual meeting.* Any regular meeting may be adjourned to a definite date by a majority vote of the members present.
3. Special meetings of the County Planning Board shall be held at the call of the Chair or as requested by a majority of the board. Secretary shall cause all members of the board to be notified in writing of the time, place, date and agenda not less than 48 hours in advance.
4. The Secretary shall cause each member to be notified of the time, date and place of each meeting by a written notice mailed to the address of the member not less than 72 hours prior to the meeting unless otherwise specified herein.
5. All meetings shall be public meetings. The Secretary shall cause the public and the news media to be notified of the time, date and place of each meeting in accordance with New York State's Open Meeting Law.
6. No notice need be given to any member who executes and delivers a Waiver of Notice before or after the meeting. The attendance of a member in person at the meeting without protesting the lack of notice of the meeting, shall constitute a waiver of notice by such member.
7. For the transaction of ordinary business, a majority of the full voting membership of the board, notwithstanding absences or vacancies, shall constitute a quorum. A majority vote of the full voting membership of board, notwithstanding absences or vacancies, shall be necessary for the adoption of any matter. The only business in the absence of a quorum can be an action to obtain a quorum or to set a time and date for the next meeting.

**V**  
**Order and Conduct of Business**

1. The order of business for the annual meeting shall be:
  1. Call to Order
  2. Roll Call and Determination of a Quorum
  3. Election of New Officers
  4. Taking of Chair by New Chair
  5. Subsequent order of business shall be the same as the regular meeting.
  
2. The order of business for a regular meeting shall be:
  1. Call to Order
  2. Roll Call and Determination of a Quorum
  3. Reading and approval of the minutes of previous meeting
  4. Communications<sup>i</sup>
  5. Report from the Chair and Discussion<sup>ii</sup>
  6. Reports of Special Committees
  7. Unfinished Business
  8. New Business
  9. Adjournment
  
3. In the absence of the Chair, the Vice-Chair or the Secretary and if a quorum is present, the senior ranking member<sup>2</sup> present shall call the meeting to order and shall preside during that meeting. The entrance of the Chair or Vice-Chair terminates this office. If the Chair or presiding officer must leave during a meeting, the next officer in order shall take over and conduct the meeting. If no such officer is present, then the senior ranking member shall preside for remainder of the meeting.
  
4. Parliamentary Procedure in County Planning Board meetings shall be governed by the most current edition of Robert's Rules of Order, as used by the Washington County Board of Supervisors, in all cases to which they are applicable, and in which they are not inconsistent with these by-laws and state laws.

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<sup>2</sup> Senior ranking is determined by seniority membership on the Washington County Planning Board

## **VI Committees**

1. The Chair shall be authorized to appoint committees for the purpose of determining policies of the planning board and executing its orders or as deemed necessary to carry out the business of the board. The terms of such committees shall be coterminous with the term of the Chair that appointed it. The Chair shall be an ex-officio member of all committees.

## **VII Changes in By-Laws**

1. *These rules may be changed or added to by the affirmative vote of not less than 7 of the 11 voting members (majority plus one) and by approval of the Board of Supervisors.* No changes in or addition to these rules shall be made unless notice in writing shall be filed with the Secretary at the regular meeting preceding the meeting at which the motion to change is to be made. The notice shall state explicitly what change is to be proposed, and the Secretary shall cause a notice to be sent to each member ten days prior to the date of the next meeting indicating the exact wording of the proposed motion.

Adopted by the Washington County Planning Board this 12<sup>th</sup> day of September, 2005

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<sup>i</sup> Amended: June 15, 2007

<sup>ii</sup> Amended: June 15, 2007