

Schoharie County Planning Commission Bylaws

Article I

NAME

Section 1.01 Name of Organization

The name of this organization shall be the Schoharie County Planning Commission.

Article II

OBJECTIVES AND PURPOSE

Section 2.01 Objectives and Purpose

The Schoharie County Planning Commission will review appropriate referrals from Schoharie County towns and villages in accordance with New York State General Municipal Law (Section 239-m and n). The Planning Commission is to perform planning work for the county, under the direction of the Schoharie County Board of Supervisors, including but not limited to, surveys, land use studies and technical services.

Article III

OFFICE

Section 3.01 Principal Office and Place of Monthly Meetings

The principal office of the Commission shall be located within the Schoharie County Planning and Development Agency. The monthly meeting location shall be at the County Office Building, Third Floor Conference Room, 284 Main Street, Schoharie, and County of Schoharie, State of New York or other location where the Schoharie County Board of Supervisors determines. If the location of the meeting is changed, notification would be through a legal advertisement in the official newspaper of Schoharie County.

Article IV

MEMBERSHIP

Section 4.01 Number, Term, and Qualifications

The Commission shall consist of eleven members appointed by the Schoharie County Board of Supervisors. The terms of all members shall be for three calendar years. A member shall not serve more than three consecutive terms and shall thereafter be eligible

for reappointment only after three years out of office. A vacancy in membership of a Commission member shall be filled in the same manner as the original appointment for the balance of the unexpired term during which the vacancy occurs, and such balance shall be considered a term if it is one year in length or greater.

Section 4.01a Oath of Office

At the beginning of each term, members shall sign an oath of office. Such oath shall be kept on file at the Schoharie County Clerk's Office.

Section 4.02 Monthly Meeting

A monthly meeting of the Commission shall be held the first Monday of each month at 7:00 p.m. or at a time which the Schoharie County Board of Supervisors determines. If Monday is a holiday, the meeting shall be held the first Tuesday. If the time of the meeting is changed, notification would be through a legal advertisement in the official newspaper of Schoharie County.

Section 4.03 Special Meetings

A special meeting of the Commission may be called by or at the request of the Chairperson or the Planning and Development Agency. The special meeting will be held at any location within Schoharie County that the person(s) calling the meeting may fix.

Section 4.04 Notice of Special Meeting

Notice of any special meeting of the Commission shall be given in person, by phone or by mail to each member. Additionally, at least 72 hours before the scheduled special meeting, if possible, the Planning and Development Agency shall provide notice of the special meeting to the public by posting the time and place in a conspicuous place and by placing a notice in or notifying the official county paper.

Section 4.05 Cancellation of Meeting

The Chairperson or the Planning and Development Agency may cancel a meeting of the Commission for one of the following reasons – inclement weather, lack of business to conduct, lack of a majority of members planning to attend, inability of Planning and Development staff to attend. If needed, a new meeting date shall be scheduled as soon as possible.

Section 4.06 Notice of Cancellation and Rescheduling

Notice of any cancelled/rescheduled meeting of the Commission shall be given in person, by phone or by mail to each member. Additionally, at least 72 hours before the cancellation/rescheduled meeting, if possible, the Planning and Development Agency shall provide notice of the cancellation and rescheduled date to the public by posting the

time and place in a conspicuous place and by placing a notice in or notifying the official county paper.

Section 4.07 Quorum

A majority of the Commission shall constitute a quorum for the transactions of business at any meeting.

Section 4.08 Compensation

Members shall not receive any compensation for their services.

Section 4.09 Members – Absence from meetings

Each January, the Planning Commission shall report any member who is absent from three meetings during the previous year with or without excuse to the Board of Supervisors. The Board of Supervisors shall decide if such member should be removed.

Article V

OFFICERS

Section 5.01 Officers

The officers of the Commission shall be a chairperson and a vice-chairperson. The Commission may elect or appoint such other officers as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Commission.

Section 5.02 Election and Term of Office

The officers of the Commission specified in Section 5.01 shall be elected by majority vote and officers shall be selected from the membership of the Commission. New offices may be created and filled at any meeting of the Commission. Each officer shall be elected in July at an organizational meeting and shall hold office for one year.

Section 5.03 Removal

The Commission may remove any elected or appointed officer by majority vote whenever the best interests of the Commission would be served.

Section 5.04 Vacancies

A vacancy in any office due to death, resignation, removal, disqualification, or otherwise, may be filled by the Commission by majority vote for the unexpired portion of the term.

Section 5.05 Chairperson and Vice-chairperson Duties

- A. The Chairperson shall:
1. Preside at all Commission meetings.
 2. Execute any documents that come before the Commission on behalf of the Commission.
- B. The Vice-chairperson shall:
1. Become acting Chairperson of the Commission in the event of the absence or inability of the Chairperson to exercise the duties of the office.

Article VI

MINUTES

Section 6.01 Minutes

The Commission shall keep correct and complete minutes of each meeting. Such minutes shall be kept by the Schoharie County Planning and Development Agency and shall be considered in draft form until approved by a majority of the Commission.

Article VII

REPEAL OR AMENDMENT OF BYLAWS

Section 7.01

The bylaws may be repealed or amended by a majority vote of the Commission at any meeting of the Commission subject to approval by the Schoharie County Board of Supervisors. Notice of any amendment to be offered at any meeting shall be given not less than 7 or more than 30 days before such meeting and shall set forth the details of such amendment.

The undersigned Chairperson of the Commission identified in the foregoing bylaws does hereby certify that the foregoing bylaws were duly adopted by the members of said Commission, as bylaws of said Commission, on the ____ day of _____ 20__ at a duly called and constituted meeting of the members, and that they do now constitute the bylaws of said Commission if approved by the Schoharie County Board of Supervisors.

Chairperson


PETER SHULMAN