

BYLAWS

CITY OF GLOVERSVILLE PLANNING DEPARTMENT

ARTICLE 1: GENERAL INTENT

- 1.1 The City of Gloversville Planning Commission shall be governed by the provisions of all applicable State statutes, local laws, ordinances, resolutions and Bylaws.

ARTICLE 2: MEMBERSHIP

- 2.1 Membership: Members shall serve for terms as designated by the Mayor of the City of Gloversville, and approved by the Common Council.
- 2.2 Vacancies: Vacancies shall be filled for the unexpired term by the Mayor of the City of Gloversville s authority.

ARTICLE 3: CREATION OF OFFICES

- 3.1 Offices: There shall be a Chairman and a Vice Chairman.
- 3.2 Duties of Chairman: The Chairman shall have the following duties and responsibilities:
- Preside at all meetings.
 - Appoint the members and chairmen of all special committees, as authorized by a majority vote of the total membership.
 - Serve ex-officio as a member of all committees, will all rights and privileges of appointed members, without the obligation to attend all meetings of such committees.
 - Act as administrative officer to ensure that all actions and requirements are properly made, executed, filed or taken, as the case may be, as directed by resolution, law or these Bylaws.
- 3.3 Duties of Vice Chairman: The Vice Chairman shall, in the absence of the Chairman, exercise or perform all duties and assume all responsibilities of the Chairman.
- 3.4 Secretary: A secretary shall be appointed by the Mayor and the Chairman and shall have the following duties:
- Serve as custodian of all records, unless otherwise provided therein.
 - Keep a written and bound record of all meetings.
 - Conduct all correspondence as directed.
 - Keep a roll of the members and terms of office.
 - Keep a roll of the members of all committees.
 - Notify members of their appointment or election to committees or office.
 - Keep a bound record of the Bylaws, rules, regulations and amendments thereto.
 - Notify members of all meetings and the agenda thereof, as prescribed by these Bylaws.
 - Prepare and arrange for timely publication of all notices of public hearings, as required by law.
 - Perform such other duties as directed by the Chairman or by resolution of the board.

- 3.5 Election of Officers: Officers subject to election shall be elected at the annual meeting.
- 3.6 Term of Office: Officers subject to election shall serve for a term of one year.
- 3.7 Vacancies, Elective Offices: In the event of a vacancy in an office subject to election, it shall be filled by election at the next regular meeting for the unexpired term.
- 3.8 Vacancies, Appointive Offices: In the event of a vacancy in an appointive office, the Secretary shall cause notice to be given to the appointing authority.

ARTICLE 4: MEETINGS

- 4.1 Annual Meeting: The annual meeting shall be held on the first regular meeting in the month of January of each year hereafter. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as may be scheduled.
- 4.2 Regular Meeting: A Regular meeting shall be held each month, at the City Hall in Gloversville, at 7:00 p.m. The date of the meeting will be decided by the membership and subject to change throughout the year.
- 4.3 Adjournment: Any regular meeting may be adjourned to a definite date by a majority vote.
- 4.4 General: All regular meetings or continuations or special meetings thereof shall be open to the public.
- 4.5 Special Meetings: Special meetings shall be held at the call of the Chairman or as requested by a majority of the total membership. All members shall be notified in writing of the time, place, date and agenda 48 hours in advance.
- 4.6 Executive Session: Executive sessions may be scheduled as allowed under the Open Meetings Law.
- 4.7 Quorum: The Chairman shall not take the Chair until a quorum is present or there is no prospect of there being a quorum. The only business in the absence of a quorum can be an action to obtain a quorum to fix a time and date to adjourn the meeting to.
- 4.8 Parliamentary Procedure: Parliamentary procedure in all meetings shall be governed by Roberts Rules of Order in all cases to which they are applicable and in which they are not inconsistent with these Bylaws.
- 4.9 Notice of Meetings: The Secretary shall cause each member to be notified of the time, place and date of each meeting by a written notice mailed to address of the member, not less than five (5) days previous to the date set for the meeting, unless otherwise specified herein.

4.10 Order of Business: The order of business for a regular meeting shall be:

1. Call to Order
2. Roll Call
3. Determination of Quorum
4. Reading of Minutes of Last Preceding Meeting
5. Report of Secretary
6. Committee Reports
7. Old Business
8. New Business
9. Adjournment

ARTICLE 5: QUORUM

5.1 Quorum: For the transaction of ordinary business, a majority of the total membership shall constitute a quorum. A majority vote of the members present shall be necessary for the adoption of any matter; however, no business shall be conducted in the absence of a quorum, except as otherwise specified in these Bylaws.

ARTICLE 6: VOTING

6.1 Voting: Each member properly appointed and in attendance shall be entitled to cast one vote. Voting shall be by voice.

6.2 Disqualification: In the event that any member present shall have a personal interest of any kind in a matter of consideration, he shall be disqualified from voting upon the matter, and the Secretary shall so record in the minutes that no vote was cast by such matter.

6.3 Action: Unless otherwise specified herein, a majority vote of the qualified members present shall be required to pass on any matter or resolution under consideration.

ARTICLE 7: OFFICIAL SIGNATURE

7.1 Official Signature: All official papers, plans, documents, etc. requiring official authorization shall be signed by the Chairman, subsequent to the adoption of the resolution authorizing such action.

ARTICLE 8: AMENDMENTS

8.1 Amendments: These Bylaws may be amended at the annual meeting, provided that notice of the proposed amendment is given to each member in writing, at least five (5) days prior to said meeting. The Bylaws may also be amended at any special meeting called solely for that purpose, provided that five-day notice of the meeting and the amendment is given to each member in writing.

8.2 Vote: These Bylaws may only be amended by a vote of a majority plus one of the total membership.