

BY-LAWS
of the
Rockland Municipal Planning Federation
(amended March 30, 2000)
(amended May 27, 2008)
(amended March 29, 2017)

ARTICLE I - DUTIES OF OFFICERS

Section 1. The President.

The President shall preside at all meetings of the Federation. The President shall make all appointments not otherwise provided for. The President shall be an Ex-Officio member of all committees except the Nominating Committee. The President shall have such usual powers of supervision and management as may pertain to the office of President.

Section 2. The First Vice-President.

The First Vice-President shall perform the duties of the President in the event of the absence of the President. The First Vice-President shall perform such other duties as the President may designate.

Section 3. The Second Vice-President.

The Second Vice-President shall perform the duties of the President in the event of the absence of the President and First Vice-President, and perform such other duties as the President may designate.

Section 4. The Secretary.

The Secretary shall keep full and accurate records of all meetings of this organization and the membership rolls, and shall perform such other functions as may be incidental to the office.

Section 5. The Treasurer.

The Treasurer shall keep full and accurate records of receipts and expenditures as directed by the Board of Directors and shall perform such other functions as may be incidental to the office.

ARTICLE II - NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. The Nominating Committee.

- a) The Nominating Committee shall be formed in the spring of each year, and shall consist of three members who are voting members of the Federation in good standing, except Associate members.
- b) The three members of the committee shall be designated by the Board of Directors. Members of the Board of Directors shall not serve on the Nominating Committee. The Chairman of the Nominating Committee shall be elected from among its members.

Section 2. Nominations by the Membership.

In addition to the candidates for officers presented by the Nominating Committee at the annual meeting, other candidates may be placed in nomination at the annual meeting by any voting member of the Federation.

Section 3. Election Procedures.

All officers and Directors shall be elected by ballot at the annual meeting of the Federation. Election shall be by plurality vote. In the event of a tie vote between two candidates for the same office, the tie shall be broken by a single toss of a coin. The candidate calling the correct side of the coin, before it is tossed, shall be deemed the winner.

ARTICLE III - TERMS OF OFFICE

Section 1. Terms of Office.

The terms of office of Officers and Directors shall begin at the end of the annual meeting at which elected.

Section 2. Appointment to Fill Unexpired Terms of Office.

In the event of vacancy in office through resignation, death or other cause, the Board of Directors shall appoint a person to serve for the unexpired term.

ARTICLE IV - MEETINGS

Section 1. Meetings.

There shall be at least three meetings of this Federation annually. Meetings shall be held at times to be determined by the Boards of Directors. The President may call special meetings

at his discretion, upon request of a majority of the Board of Directors, or upon a petition to the President by twenty percent of the voting membership.

Section 2. Financial Year.

The Federation's financial year, for tax purposes and assessment of dues, shall commence on January 1st of each year.

Section 3. Meetings of the Board of Directors.

- a) Meetings of the Board of Directors shall be on written call by the President or upon written request by three members thereof, and shall be held within no more than thirty (30), and no less than five (5) days, of the call or notice. Attendance by one-half of the members of the board shall constitute a quorum.
- b) The Board of Directors shall meet at least three times a year.

ARTICLE V - EXECUTIVE DIRECTOR

Section 1. Designation.

The Board of Directors may designate an individual to act as the Executive Director of the Federation.

Section 2. Duties of the Executive Director.

The Executive Director, to the extent feasible, will assist the President, the Secretary, Treasurer and the Board of Directors by keeping records, preparing materials, sending out notices and by performing such other duties as may be assigned by the President.

Section 3. Attendance.

The Executive Director shall attend all meetings of this Federation, meetings of the Board of Directors, and committee meetings.

ARTICLE VI - COMMITTEES

Section 1. Standing Committees.

There shall be the following standing committees, the chairperson and members of which shall be appointed by the President:

- a) Government Affairs
- b) Program and Public Relations

c) Planning Coordination

General and Associate members may serve on committees.

Section 2. Government Affairs Committee.

The duties of the Government Affairs Committee shall include the following: to study, recommend and report to the Federation desirable revisions of planning and zoning legislation at the State, County, and local level.

Section 3. Program and Public Relations Committee.

The duties of the Program Committee shall include the following: to prepare and recommend programs for the training and education of members, to schedule meetings, to promote recognition and support among the members and the general public for the goals and purposes of the Federation.

Section 4. Planning Coordination Committee.

The duties of the Planning Coordination Committee shall include the following: to study and recommend means for improving the coordination and efficiency of planning action among and in the various governmental agencies at all levels of government. The Committee shall consider and report on all matters referred to it by the Board of Directors.

Section 5. Special Committees.

From time to time, the President may establish special committees and designate the members thereof.

ARTICLE VII - VOTING

Section 1. Voting Privilege.

The voting privilege is extended to any member of the principal legislative body of the towns, villages, County of Rockland, the planning board, and the board of zoning appeals of the towns and villages, the Rockland County Planning Department, Members-at-Large, Associate members, and Corporate members as defined in the Constitution. Each member shall be entitled to one vote provided the member is not in default of the payment of dues.

Section 2. Voting Procedure.

- a) A vote may be taken on any item provided that the proposed item shall be stated as such in the call for the meeting at which it is to be considered and that twenty (20) days notice of such meeting shall be given to each member.

- b) Submission of a proposed item by any member of the Federation to the Executive Director in writing, at least ten (10) days before any mailing of any call for a meeting, shall normally ensure that it will be included in the agenda for the next scheduled or special meeting.

ARTICLE VII - AMENDMENTS

The By-Laws may be amended by the Board of Directors at any meeting, a quorum of the Board being present, or upon notice and motion, by majority vote of the voting membership present at the annual membership meeting.

ARTICLE IX - ENACTMENT

These By-Laws shall become effective at the end of the meeting at which they are ratified by the Board of Directors, acting by a majority of the members there.