

Note: Proposed changes underlined.

Governmental Policy and Liaison Committee
of the
Herkimer-Oneida Counties Comprehensive Planning Program

BYLAWS

WHEREAS, it is desirable for the Governmental Policy and Liaison Committee of the Herkimer-Oneida Counties Comprehensive Planning Program to be governed by rules for the efficient and proper administration of their affairs, it is

THEREFORE, DULY RESOLVED that the following rules are hereby adopted as the Bylaws of the Governmental Policy and Liaison Committee.

MEETINGS

Section 1. Meetings:

Meetings of the Governmental Policy and Liaison Committee shall be held at least bimonthly. Meetings of the Committee may be called by either the Chairman, the Vice-Chairman, the Comprehensive Planning Program Director, the Transportation Study Director, or by written request of at least 50 percent of the Committee members. Written notice thereof shall be mailed to the last known address of Committee members not less than two weeks in advance thereof.

Section 2. Quorum:

At any meeting of the Committee, a quorum shall consist of a majority of the voting members or their officially designated representatives. No action shall be taken in the absence of a quorum, except that those Committee members present shall be entitled to call a meeting for a subsequent date.

Section 3. Voting:

At all meetings of the Committee each voting member shall be entitled to cast one ballot. An officially designated member representative may cast a ballot if so empowered by the voting member. A majority vote shall be necessary for the adoption of any proposed action, resolution, or other voting matter.

Section 4. Proceedings:

A. At any meeting of the Committee the following shall be the regular order of business unless changed by vote:

1. Roll Call
2. Minutes of the preceding meeting
3. Communications

4. Reports and action on old business
5. New business
6. Agenda for next succeeding meeting
7. Adjournment

B. Each formal action, resolution, or other voting matter of the Committee shall be duly entered in the Minutes after an affirmative vote as provided in Section 3 hereof.

Section 5. Rules of Procedure:

A. All meetings of the Committee shall be conducted in accordance with Robert's Rules of Order, Revised.

B. All meetings of the Committee shall be open to the general public except when such meetings are voted into private executive session by action of a majority of the voting members or representatives present.

OFFICERS

Section 6. Officers:

A. The Officers shall be a Chairman, a Vice-Chairman, and a Secretary.

B. The Chairman and Vice-Chairman shall be elected for two-year terms at the first meeting of each even numbered year.

C. The Secretary shall be the Herkimer-Oneida Counties Comprehensive Planning Program Director.

Section 7. Duties of Officers:

The duties and powers of the officers shall be as follows:

Chairman

- a. To preside at meetings of the Committee.
- b. To call meetings in accordance with these Bylaws.
- c. To sign when necessary, together with the Secretary, documents of the Committee in accordance with the requirements of these Bylaws.
- d. To appoint the Chairmen of subcommittees, such as the Herkimer-Oneida Law Enforcement Planning Committee and the Transportation Planning Committee.
- e. Any additional duties and powers as the Committee shall decide.

Vice-Chairman

- a. During the absence, disability, or disqualification of the Chairman, the Vice-Chairman shall exercise or perform all the duties and be subject to all the responsibilities of the Chairman.
- b. Any additional duties and powers as the Committee may decide.

Secretary

- a. To keep the minutes of meetings of the Committee.
- b. To be custodian of records of the Committee.
- c. To attend to all the official correspondence of the Committee.
- d. To lay before the Committee at its meetings all correspondence received by the Secretary relating to the business of the Committee.
- e. Any additional duties and powers as the Committee may decide.

REGIONAL REVIEWS

Section 8. Regional Reviews

The Governmental Policy and Liaison Committee designates the Joint Planning Board as the metropolitan areawide Project Notification and Review Agency for applications for federal assistance. These reviews would be routinely undertaken by the HOCCPP staff with review of unresolved conflicts and/or advisory disapprovals being made by the Joint Planning Board, following consultation with appropriate members of the Governmental Policy and Liaison Committee.

AMENDMENTS

Section 9. Amending Bylaws:

These Bylaws may be amended by two-thirds of the voting members present at any meeting of the Committee provided that notice of said proposed amendment is given to each member in writing at least two weeks prior to said meeting.

Amendments adopted 9/4/73

(Bylaws previously adopted 6/18/65)

BY-LAWS COMMITTEE REPORT

The By-Laws Committee was asked to make a study of four items relative to the rules of the GP&L Committee. Considerable effort was expended in arriving at a consensus and the following recommendations were made for your appraisal:

(1) Scheduling of meetings:

It was determined that a given date be set for routine GP&L meetings and that this date be the third Thursday in each alternate month beginning with September 25, 1975. A special meeting may be called at any time in accordance with the by-laws. The reasons for a scheduled meeting are many but it is predicted that attendance will improve. A study of the last 13 meetings indicated an attendance of 67% of voting members and 56% of non-voting members.

Attendance at GP&L Meetings:

This issue was analyzed for the last 13 meetings since August 28, 1973 and the records indicate that the attendance of 20 voting members was as follows:

3 members attended 13 meetings or 39 people meetings									
1	"	"	12	"	"	12	"	"	
3	"	"	11	"	"	33	"	"	
2	"	"	10	"	"	20	"	"	
2	"	"	9	"	"	18	"	"	
1	"	"	8	"	"	8	"	"	
1	"	"	6	"	"	6	"	"	
1	"	"	4	"	"	4	"	"	
3	"	"	3	"	"	9	"	"	
2	"	"	2	"	"	4	"	"	
1	"	"	1	"	"	1	"	"	
			20						154 people meetings of 260 (59%)

Attendance of 9 non-voting members was as follows:

1 member attended 13 meetings or 13 people meetings									
1	"	"	11	"	"	11	"	"	
2	"	"	10	"	"	20	"	"	
1	"	"	9	"	"	9	"	"	
1	"	"	7	"	"	7	"	"	
1	"	"	4	"	"	4	"	"	
1	"	"	3	"	"	3	"	"	
1	"	"	1	"	"	1	"	"	
			9						66 people meetings of 117 (56%)

Recommendations of By-Law Committee:

That no "penalty of removal from membership" is applicable and that in every announcement of a meeting, a note be included asking each member to send a representative if he, or she, cannot attend.

(2) Election of Officers:

It was determined that the method of electing officers should remain the same and that the by-laws not be amended. The issue, that the local elected officials on the committee are appointed by office and not by the individual, was accepted but the by-law committee believes that within the group of voting members, anyone can be elected to an office.

The present method was designed for an election in the even numbered years since election of most of the local officials occurs in the odd numbered years. A change in the method could allow an individual to continue as an officer while not being a designated member, and if the replacement for a locally elected official were to take over as an officer of the GP&L, it would not truly reflect the desires of the GP&L.

(3) Communications Committee:

At the request of the GP&L Chairman, Victor Norman, the by-laws committee was asked to check the feasibility of establishing a committee which would receive any communication relative to a desired action by the GP&L. It is therefore recommended that a 3 person committee be appointed to receive, research and screen any notification by a member before the issue is brought before the GP&L. This would not apply to any action which would be the responsibility of the chairmen of the Transportation Planning Committee and the Crime Control Committee. This committee could be called the Research Committee.

(4) Additional members to the GP&L

The By-Laws Committee was asked to investigate the plausibility of adding new members such as representatives from the Chambers of Commerce, unions and other special interest groups. Since it is a priori that these additional members can contribute to the operation of the GP&L, only the ramifications of such a move were analyzed.

The problems encountered involved the intent of the law which helps subsidize the comprehensive program, the requirements of HUD which mandate that 2/3 of the committee be local elected officials, or responsible thereto, and the actions resulting from such a move.

Some of the factors analyzed concerned accountability to the general public, desire by other legitimate organizations to join, the selectivity process of who will represent what groups and the regional representativeness of a group-- all sensitive issues.

It was determined that, at the present time, three (3) new voting members be admitted to the GP&L. These would be one regional representative of the Herkimer-Oneida Counties Chambers of Commerce, one regional representative from the unions of both counties and one regional representative from the League of Women Voters of both counties. The key to success in such a plan would remain in the fact that each of the groups would select its own regional representative.

At this time, the voting membership of the GP&L consists of 15 elected officials and 1 person responsible to an elected official which provides a base of 16. The other four voting members are leaders selected by their own agencies, are not elected nor are they responsible to a local elected official. In accordance with the HUD ratio of 2 to 1, or 16 to 8 the committee voting membership could be increased by 4.

The By-Laws Committee is recommending that an increase of 3 be made at this time in the manner prescribed.