

Bylaws of the Governmental Policy and Liaison Committee

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

THEREFORE, BE IT RESOLVED, that the following Bylaws are hereby adopted by the Governmental Policy and Liaison Committee.

Article I

Section 1 Meeting:

Meetings of the Governmental Policy and Liaison Committee shall be held at least quarterly, per the standard calendar year beginning on January 1. The meetings may be called by any officer of the Committee, only. Written notice thereof shall be either mailed or emailed to every member of the body, at least one week prior to the scheduled meeting. Meetings of the Committee shall be duly conducted in agreement with the Herkimer-Oneida Counties Transportation Council Public Participation Policy.

Section 2 Quorum:

At any meeting of the Committee, a quorum shall consist of a majority of the voting members or their officially designated representative. The Chairperson or Vice-Chairperson may designate, at the time of the meeting, a designee from the attendees present, to represent a voting member such that a quorum can be obtained; provided sufficient justification can be made to the Committee Officers that qualifies the designee to represent the absent member. No action shall be taken in the absence of a quorum, except that another meeting can be called for a subsequent date.

Section 3 Voting:

At all meetings of the Committee, each voting member shall be entitled to cast one vote. A majority vote shall be necessary for the adoption or approval of any proposed action, resolution, or other voting matter.

Each voting member may officially designate a representative to attend the meeting and vote on their behalf. The utilization of a designated representative must be communicated to the Secretary or Clerk prior to the meeting being called to order. During roll-call, the designated representative will answer in the affirmative and identify which voting member they are representing.

Section 4 Proceedings:

At any meeting of the Committee, the following shall be the general order of business:

- Roll Call
- Approval of the Minutes
- Public Comment
- Director's Report
- NYSDOT Region 2 Report
- Other Reports
- Presentations
- Old Business
- New Business
- Adjournment

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

Section 5 Rules of Procedure:

All meetings of the Committee shall be open to the general public and allow for public comment at the designated agenda item. Public comments may be received on any agenda item of the same meeting date. Public comment may be provided in written form when received by the Clerk or Secretary by 3:00 p.m. the day preceding the scheduled meeting.

Section 6 Officers:

The officers shall be a Chairperson, a Vice-Chairperson, a Secretary, and a Clerk.

The Chairperson and Vice-Chairperson shall serve in two-year terms and rotate between the leadership of Herkimer and Oneida Counties. Leadership will change with the even-numbered years.

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

The Clerk shall be the Director of the Herkimer-Oneida Counties Transportation Council.

Section 7 Duties of Officers:

- A. The Chairperson, shall be charged with the following duties:
- 1) To preside at meetings.
 - 2) To call meetings in accordance with these Bylaws.

- 3) To sign, with the Secretary, documents of the Committee in accordance with official actions taken.
 - 4) To request HOCTC staff to prepare information on relevant planning topics.
 - 5) To carry-out, any additional duties, as assigned by the Committee.
- B. The Vice-Chairperson, shall be charged with the following duties:
- 1) To serve and conduct all duties of the Chairperson in their absence.
 - 2) To carry-out, any additional duties, as assigned by the Committee.
- C. The Secretary, shall be charged with the following duties:
- 1) To ensure meetings of the Committee function in accordance with these Bylaws.
 - 2) To ensure all actions taken are recorded properly.
 - 3) To duly sign assurances of correct actions of the Committee.
- D. The Clerk, shall be charged with the following duties:
- 1) To keep the minutes of the meetings of the Committee.
 - 2) To be a custodian of the records of the Committee.
 - 3) To ensure proper correspondence of all communications of the Committee.
 - 4) To prepare all meeting materials for each agenda of the Committee.

Article II

Section 1 Enactment:

- A. These Bylaws may be amended by the majority of the voting members present at any meeting of the Committee. Amendments to these Bylaws shall be made by resolution and considered to be effective as of the close of the same meeting, or by a date otherwise stipulated in the resolution.
- B. The amended Bylaws and copy of the approving resolution shall be provided to every voting member prior to the next scheduled meeting of the Committee.