

**DUTCHESS COUNTY PLANNING FEDERATION
CONSTITUTION AND BYLAWS**

Revised October 26, 2016

ARTICLE I NAME

The name of this organization shall be:

“Dutchess County Planning Federation”

ARTICLE II PURPOSE

The purpose of this Dutchess County Planning Federation (“Federation”) shall be:

- To provide education and information to members of the Federation and the public with respect to regional, urban, rural and local land use planning so that sound planning and zoning will lead to orderly growth and development of our communities.
- To serve as a resource for information on the purposes and techniques of planning, zoning and land use control.
- To provide a forum for the exchange of experiences in the handling of the common land use planning problems of our communities.
- To serve as a county voice for the planning boards and zoning boards of appeal in Dutchess County.
- To assist in the implementation of ***Greenway Connections*** and ***Directions***.

ARTICLE III MEMBERSHIP AND VOTING

Section 1.

Voting membership in the Federation shall be extended, except where noted elsewhere, to Dutchess County municipal governing bodies, planning boards and zoning boards of appeals of city, town and village governments in Dutchess County, conservation and architectural advisory councils/boards/commissions, zoning administrators and zoning/code enforcement officials, Greenway committees/groups and to the Dutchess County Planning Board.

Each municipality not in default of the payment of dues shall be entitled to cast one vote.

Section 2.

Ex-officio membership, without vote, shall be open to those persons (or their designee) in each of the following official positions in Dutchess County government: heads of Health, Planning and Development, Public Works, Solid Waste, and Water Resources. Dutchess County contract

agencies (such as Cooperative Extension, Environmental Management, Soil and Water, etc.) may also be offered ex-officio membership. It shall also be open to former officers and members of the Board of Directors who have served at least two consecutive three year terms.

Section 3.

Via a plurality vote of the voting membership present, the Federation's membership shall vote to elect members of the Board of Directors of the Federation (see *Article VI Board of Directors* for details) and shall also be entitled to vote on amendments to the by-laws of the Federation (see *Article X Amendments* for details) as such amendments are, from time to time, introduced and proposed.

ARTICLE IV MEMBERSHIP MEETINGS

Section 1.

The Federation year shall follow the calendar year.

Section 2.

There shall be at least one (1) membership meeting of the Federation annually, at a time and location to be determined by the Board of Directors.

The President may call special membership meetings at his/her discretion or upon request of a majority of the Board of Directors.

ARTICLE V DUES

Annual membership dues shall be fixed by the Board of Directors of the Federation. Each municipal government in Dutchess County will be charged dues, the payment of which will extend Federation membership to include current members of planning boards, zoning boards of appeals, legislative boards/councils, zoning administrators, zoning/code enforcement officials, and conservation and architectural advisory councils/board/commissions within the municipality. Such annual dues become due during the first quarter of each year. Each member is in good standing only when such dues are paid. Membership shall become effective, or renewed, upon full payment of such dues. The schedule of dues shall be listed in Appendix A of this document.

ARTICLE VI BOARD OF DIRECTORS

Section 1.

The Dutchess County Planning Federation is governed by a Board of Directors of up to nine (9) members from the voting membership of the Federation, elected through plurality vote of the voting membership present at the annual membership meeting.

The Board of Directors shall have full authority to manage the affairs of this Federation.

Section 2.

Board Members shall serve for a term of three (3) years.

Section 3.

Mid-term vacancies on the Board of Directors shall be filled by the Board of Directors by appointment until the next annual election, at which time an election will be held for the remainder of the unexpired term.

Section 4.

Any group or individual who is a Federation member may recommend an individual or individuals to serve on the Board of Directors.

Section 5.

The Board Members of the Federation are expected to attend meetings regularly. Unexcused absence from three (3) consecutive Board meetings may result in removal from the board, by vote of the Board of Directors.

Section 6.

The Board of Directors shall meet at least three (3) times per year.

Section 7.

A simple majority of the current number of occupied Board seats shall constitute a quorum at Board meetings.

ARTICLE VII OFFICERS

Section 1.

The Officers of this Federation shall be a President, a Vice-President, and a Secretary-Treasurer.

The Officers shall serve for a term of two (2) years.

Section 2.

The President shall preside at all meetings of the Federation and shall make all appointments not provided for otherwise. The President shall have such usual powers of supervision and management as may pertain to the office of President.

Section 3.

The Vice-President shall perform the duties of the President in case of the President's absence and shall perform such other duties as the President may designate.

Section 4.

If both the President and Vice-President will be absent from a meeting, the President can designate another Board Member to perform the duties of the President at the meeting.

Section 5.

The Secretary-Treasurer shall assure that full and accurate records of all meetings of the organization, and full and accurate records of receipts and expenditures are kept, as directed by the Board of Directors, and shall perform such other functions as may be incidental to the office.

ARTICLE VIII NOMINATION AND ELECTION OF OFFICERS

Section 1.

The President, Vice-President, and the Secretary-Treasurer shall be elected by the Board of Directors from the sitting members of the Board of Directors.

Section 2.

Mid-term vacancies of Officers shall be filled by the Board of Directors for the unexpired term.

ARTICLE IX TERMS OF OFFICE

Section 1.

The Officers shall serve for a term of two (2) years; the Board Members shall serve for a term of three (3) years.

Section 2.

The term of office for Officers and Board Members shall, in each case, begin at the beginning of the upcoming calendar year for which they were elected. The term of office for Officers and Board Members shall, in each case, end at the end of the calendar year for which their term expires.

ARTICLE X AMENDMENTS

This Constitution and Bylaws may be amended by a plurality vote of the voting membership present at any membership meeting or by mail ballot, provided that the proposed amendment(s) shall be stated in the call for the meeting, if applicable.

ARTICLE XI ENACTMENT

This Constitution and Bylaws shall become effective at the end of the meeting at which it is ratified, provided that the call for the meeting included an announcement that such vote would be taken.

APPENDIX A: SCHEDULE OF DUES

Municipal Membership \$100 annually