

## TOWN OF GLEN PLANNING BOARD BY-LAWS

### Article I- Officers and Duties

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

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

A. Chairperson:

1. Supervise the affairs of the Planning Board
2. Preside at all meetings of the Board
3. Appoint such committees and subcommittees, of such size as may be necessary, to carry out the purposes of the Planning Board
4. Serve as an ex-officio member of all committees and subcommittees so appointed
5. Call special meetings in accordance with the By-Laws
6. Sign, together with the Secretary, all official documents of the Town Planning Board in accordance with the requirements of the By-Laws
7. See that all reports, documents, and actions of the Planning Board are properly made, executed, filed or taken, as the case may be, in accordance with law and the actions and regulations of the Planning Board
8. Serve as liaison to Town Board at the direction of the Planning Board

B. Vice-Chairperson:

1. Shall perform such duties as may be delegated by the Chairman
2. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform all the duties and exercise all the powers of the Chairperson

C. Secretary:

1. Any duties listed below can be delegated to other members of the Planning Board by the Secretary or Chairperson of the Planning Board at any time.
2. Record and maintain minutes of all meetings of the Planning Board, which minutes shall be a public record.
3. Give or serve all notices required by law or by the By-Laws.
4. Serve as custodian of records of the Town Planning Board
5. Attend to all official correspondence
6. Lay before the Town Planning Board at its meetings all official correspondence received by the Secretary relating to the business of the Board
7. Affix to any official document of this Planning Board the official signature thereof whenever the same shall be required by law or the regulations of the Board, such action to be taken, however, only after such action shall have been authorized by an affirmative vote of the Board
8. Keep a record of attendance of members at such meetings.
9. In the absence of the Secretary, the members of the Board shall elect any of its members as temporary Secretary to perform the duties of the Secretary.

The officers of the Board shall be elected from among the appointed members. Such officers shall be elected at the first regular meeting of the Planning Board in the month of January of each year. The officers shall hold office for one year. All officers shall be eligible for re-election annually.

As amended January 18, 2024

## **TOWN OF GLEN PLANNING BOARD BY-LAWS**

### **Article II- Meetings**

1. Regular meetings shall be held on the third (3<sup>rd</sup>) Thursday of each month, at 6:30pm, in the Town Hall Building, 7 Erie Street, Fultonville, NY 12072, unless such day shall be a recognized holiday
2. Special meetings may be called by the Chairperson, or by any four (4) members, on five (5) days written notice to each member
3. A quorum shall consist of a majority of the membership for any regular or special meeting. No action shall be taken in the absence of a quorum, except that those members present shall be entitled to call a Special Meeting at a subsequent date.
4. Requests to be included on the Planning Board's agenda shall be submitted to the Chairperson no later than five (5) business days prior to the regular meeting. Requests received after that date will be considered by the Board at its discretion
5. All members shall have equal voting rights

Except where these rules and regulations otherwise provide, Roberts Rules of Order shall govern

### **Article III- Proceedings**

At any regular meeting of the Planning Board, the following shall be the regular order of business:

1. Call to order
2. Pledge of Allegiance
3. Minutes of previous meeting
4. Unfinished Business
5. New Business
6. Committee Reports
7. Public Comment
8. Schedule Next Meeting
9. Adjournment

### **Article IV- Amendments**

These rules and regulations of organization and procedure may be amended at any regular or special meeting at which all members of the Planning Board are present and consent thereto, or at any regular or special meeting of which at least ten (10) days written notice has been given to the members, which notice shall contain the proposed amendment to be voted on.

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### **Article V- Reviews**

On an annual basis the Planning Board shall review the following:

1. By-Laws
2. Comprehensive Plan

### **Article VI- Meeting Minutes**

The following shall be the process for handling meeting minutes:

1. Each month's meetings shall be recorded in on the "Town of Glen Planning Board Minutes" template
2. Prior month's meeting minutes shall be distributed to all Planning Board members at least five (5) business days prior to each monthly Planning Board meeting
3. Once approved, each month's meeting minutes shall be uploaded to the Town of Glen website
  - a. Meeting minutes must be maintained for a period of seven (7) years
4. Meeting minutes are available to the public online or upon request
  - a. If requested, can be received in one of the following formats:
    - i. Hardcopy
    - ii. Email
  - b. Must be released to the public within two (2) weeks from the original meeting date
  - c. Town Record Officer is responsible for completing the request of the meeting minutes on behalf of the Planning Board
  - d. Freedom of Information Law (FOIL) requests to be handled in the same manner as noted above
5. Approved meeting minutes are housed on the [Town of Glen Website](#) under Planning Board for public access
  - a. Copies of draft minutes and approved/signed minutes are to be sent to the site [Webmaster](#) within two (2) weeks from the original meeting date

### **Article VII- Public Notifications**

1. Monthly Planning Board meeting dates are the 3<sup>rd</sup> Thursday of the month at 6:30pm. This information is posted on the Town Hall Bulletin Board and on the [Town of Glen Website](#)
2. The Amsterdam Recorder (Recorder) is the official Town of Glen newspaper
  - a. Details regarding special meetings or public hearings shall be posted via the advertising department of the Recorder ([news@recordernews.com](mailto:news@recordernews.com))
  - b. Updates to the Town of Glen Website can be added by contacting the page [Webmaster](#)
  - c. The Town of Glen Supervisor should be copied on notices released to the newspaper and updates to the Town website, excluding the updates to Planning Board minutes and associated meeting backup documents

## **TOWN OF GLEN PLANNING BOARD BY-LAWS**

### **Article VIII- Training**

1. Planning Board members must complete four (4) hours of training per calendaryear
  - a. Any hours in excess of 4 will roll over into the upcoming service year
2. Planning Board members must report training to the Planning Board Secretary
3. The Planning Board Secretary will record board member training on the "Town of Glen Planning Board Training Tracker"
4. The Planning Board Secretary will provide the Town Board with a copy of the "Town of Glen Planning Board Training Tracker" prior to the 1<sup>st</sup> monthly meeting in January of each year

### **Article IX- Conflicts of Interest**

1. Any member of the Town Planning Board having any interest in any matter brought before the board shall either absent or disqualify himself from any consideration, discussion or vote upon such matters. Such absence or disqualification shall be noted in the minutes of the Planning Board

### **Article X- Vacancies**

1. In the event of death or resignation of any officer, a successor shall be elected at the next regular meeting of the Planning Board, or at a special meeting called for that purpose to fulfil the unexpired term
2. Should any vacancy occur among the member of the Planning Board by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the Town Clerk by the Secretary
3. Qualifications to serve as a member of the Planning Board individuals must be, 1). At least 18 years of age 2). A United States Citizen 3). A resident of the Town of Glen

### **Article XI- Attendance**

1. All Planning Board members shall be required to attend at least 75% of the regular scheduled Planning Board meetings/work sessions, on an annual basis
2. In the event any member does not attend 75% of the regular scheduled meetings/work sessions, said member may be subject to removal for non-compliance with the minimum requirements of meeting attendance
3. The Planning Board shall, in a vote of at least two-thirds of the Planning Board members, report to the Town Board in the event they feel that someone has not complied with the minimum requirements of the attendance as outlined under the statute
4. The Town Board shall be the sole determine whether or not a party should be removed from the Planning Board for non-attendance. The Town Board may, in its discretion, consider any explanation offered as valid

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**Article XII- Former By-Laws**

These By-Laws shall supersede any and all By-Laws previously adopted by this board.

Upon motion duly made by \_\_\_\_\_ and seconded by \_\_\_\_\_,  
the resolution set forth about was duly approved by the following votes:

Aye: \_\_\_\_\_

Nay: \_\_\_\_\_

Signed: \_\_\_\_\_  
Secretary

Dated: January 18, 2024

Amendments effective through December 31, 2024

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