

ORANGE COUNTY MUNICIPAL PLANNING FEDERATION
124 Main Street
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CONSTITUTION & BY-LAWS

MISSION STATEMENT

The **ORANGE COUNTY MUNICIPAL PLANNING FEDERATION** formerly known as the **ORANGE MUNICIPAL PLANNING FEDERATION** was created in 1974 as a countywide organization that would effectively provide educational programs and information on the purposes and techniques of planning, including zoning, land use, subdivision control, State Environmental Quality Review Act (SEQRA), and other related subjects.

The Federation shall study and recommend new and proposed legislation and existing laws, rules and regulations concerning planning and zoning consistent with and in support of its objectives and report its findings and recommendations to its members.

The FEDERATION may also advance the collective views and ideas of its members in order to foster improved techniques and methods for sound planning and zoning practices and administration.

CONSTITUTION AND BY-LAWS

ARTICLE I: ORGANIZATION NAME

The name of this organization shall be the "Orange County Municipal Planning Federation" and is hereafter referred to as the FEDERATION.

ARTICLE II: PURPOSE

Section I. The purpose of the FEDERATION shall be to maintain a countywide organization that effectively provides educational programs on new and innovative techniques of planning including zoning, land use, subdivision control, State Environmental Quality Review Act (SEQRA) and other related subjects.

Section II. The FEDERATION shall study and recommend new planning initiatives and revisions to existing laws, rules and regulations concerning planning and zoning consistent with and in support of its mission and report its findings and recommendations to its members.

Section III. The FEDERATION may also advance the collective views and ideas of its members in order to foster improved techniques and methods for achieving sound planning and zoning practices and administration.

ARTICLE III: MEMBERSHIP

Section I. Eligibility

Any government Planning Board, Zoning Board of Appeals, Legislative Board, and other appointed advisory boards or planning commissions in Orange County shall be eligible for membership in the FEDERATION. Only Planning Boards, Zoning Boards of Appeal and Legislative Boards shall be entitled to vote. Appointed advisory boards and planning commissions shall not be entitled to vote.

Section II. Associate Membership

Associate Members may include any organization, individual or firm in the planning, zoning or allied fields. Associate members shall not be entitled to vote.

Section III. Lifetime Membership

An Officer or Director who has served at least two full consecutive terms or any retired municipal board member shall automatically become a non-voting Lifetime Associate Member of the FEDERATION.

Section IV. Good Standing

Only members who are current in payment of dues shall be considered members in good standing as that descriptive phrase is used in this Constitution and By-laws.

ARTICLE IV: VOTING

Section I. For all matters requiring a vote each Legislative Board, Planning Board and Zoning Board of Appeals that is a member in good standing of the FEDERATION shall be entitled to a single vote. Thus, if a single municipality has obtained membership for each of its three qualifying boards, that municipality will (if each board is a member in good standing) be entitled to cast three votes.

The Orange County Planning Department and the Orange County Planning Board shall each be entitled to one vote.

The authorized representative of each board entitled to cast a vote shall be either its current presiding chairperson or any other member of the board as shall be designated in writing by its presiding chairperson at (or in advance of) the meeting when a vote is taken.

Section II. 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 have be given to all voting members.

ARTICLE V: GOVERNANCE

Section I. Board of Directors

There shall be a ten member Board of Directors which shall consist of five Officers and five Directors. All members of the Board of Directors (except the Immediate Past President) shall be voting members of that board.

The Board of Directors shall have full authority to manage the affairs of this FEDERATION, and the power to fill all vacancies for unexpired terms.

Section II. Officers

The Officers of the FEDERATION shall be a President, Incoming President, Vice President, Secretary/Treasurer, and Immediate Past President. The President, Incoming President, Vice President and Secretary/Treasurer shall each be elected for two (2) years, being eligible for re-election for a second term of two (2) years. The Immediate Past President shall serve on the Board of Directors by virtue of his or her prior office until replaced by the Immediate Past President next in succession. No Officer shall serve more than two (2) consecutive terms in the same office. Where a Director is elected as an Officer, then his/her term as Director shall terminate and a vacancy shall occur during his/her unexpired term as Director.

The foregoing limitation shall not prevent an Officer who has served two (2) consecutive terms in that capacity from thereafter serving on the Board of Directors as a Director. A former Officer who becomes a Director shall, however, be limited in his service as a Director by the limitation set forth in Section V, below.

Section III. Ex Officio Membership

The immediate past President who has completed one or more full terms shall become a non-voting Ex Officio Member of the Board and may attend all meetings of the Board.

Section IV. Officers: Qualification to Serve

All Officers (except the Immediate Past President) must, as of the date of their election, be a member of a Planning Board, Zoning Board of Appeals or Legislative Board that is itself a member in good standing of the FEDERATION.

Section V. Directors: Qualification to Serve

All Directors must, as of the date of their election, be a member of a Planning Board, Zoning Board of Appeals or Legislative Board that is itself a member in good standing of the FEDERATION. Each Director shall be elected for a two (2) year term, being eligible for re-election for a second term of two (2) years. No Director shall serve more than two (2) consecutive terms.

The foregoing limitation shall not prevent a Director who has served two (2) consecutive terms in that capacity from thereafter serving on the Board of Directors as an Officer. A former Director who becomes an Officer shall, however, be limited in his service as an Officer by the limitation set forth in Section II, above.

Section IV. Duties of Officers and Directors

The duties of the Officers and Directors shall be such to further the mission of the FEDERATION, adopt policy to be pursued by the FEDERATION, and vote on all matters

before the Board.

Operation of the FEDERATION office shall be the responsibility of the Board of Directors. Clerical support and other persons shall be hired as necessary with the approval of the President and/or the Board of Directors to assure the proper preparation of the publications and the operation of the FEDERATION'S business.

The **President** shall preside at all meetings of the FEDERATION. The President shall have such usual powers of supervision and management as may pertain to the office. The President shall appoint the standing committees and name the chairperson. The President shall be an ex-officio member of all committees except the Nominating Committee.

The **Incoming President** shall act in an advisory capacity to the President. He/She shall act on behalf of the President when the President is unable to fulfill his/her duties.

The **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.

The **Secretary/Treasurer** shall keep full and accurate records of all meetings of the FEDERATION and the membership list, and shall perform such other functions as may be incidental to the position and shall keep full and accurate financial records of the FEDERATION. Responsibilities would include collection of dues, deposits to account, payment of invoices, preparation of a written monthly financial report to the Board, and such other functions as may be incidental to the position.

The **Immediate Past President** shall act in an advisory capacity to the Board. He/She shall assist in providing a smooth leadership transition and shall provide guidance through his/her institutional knowledge.

ARTICLE VI: NOMINATIONS AND ELECTION OF OFFICERS & DIRECTORS

Section I. Nominating Committee

The Nominating Committee shall be formed three (3) months prior to the Annual Meeting and shall consist of three (3) members who are authorized representatives of voting members of the Federation in good standing.

The three (3) 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 Chairperson of the Nominating Committee shall be elected from among its members.

The Nominating Committee shall propose a slate of Officers and Directors in advance of the Annual Meeting at which time election of Officers and Directors shall occur.

In addition to the candidates for the Board of Directors 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 II. Officers and Directors: Terms of Office

The terms of office of the members of the Board of Directors shall begin immediately at the conclusion of the Annual Meeting at which each such member is elected. In the event of a vacancy in office through resignation, death or other cause, the Board of Directors shall appoint a person to serve the unexpired term.

An Officer/Director who has lost his/her municipal appointment through no fault of his/her own, shall continue to serve as Officer or Director for the remainder of his/her elected term.

ARTICLE VII: MEETINGS OF THE BOARD OF DIRECTORS

Section I. Meetings of the Board of Directors shall be held monthly prior to the Annual Meeting and at other times on call by the President or upon written request of five (5)

members thereof. Five (5) members shall constitute a quorum.

Section II. Any Officer or Director who fails to attend two (2) regular or special meetings without good and sufficient cause acceptable by the President shall be deemed to have resigned and will no longer serve as an Officer or Director.

ARTICLE VIII: COMMITTEES OF THE BOARD OF DIRECTORS

Section I. Standing Committees

There shall be the following standing committee, the members of which shall be appointed by the President:

- A - Government Affairs
- B - Program and Public Relations
- C - Planning and Zoning Coordination

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.

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.

PLANNING AND ZONING COORDINATION COMMITTEE The Duties of the Planning and Zoning Coordination Committee shall include the following: to study and recommend means for improving the coordination and efficiency of the 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.

ARTICLE IX: MEETINGS OF THE FEDERATION

Section I. Meetings of the FEDERATION membership, other than the Annual Meeting specified in the Constitution and By-Laws, shall be held at such other times as the Board of Directors may determine.

Section II. The Annual Meeting of the FEDERATION shall be held no later than the tenth month of each calendar year.

Section III. The office location for the FEDERATION is located at the Orange County Planning Department.

ARTICLE X: FINANCIAL SUPPORT AND DUES

Section I. For the support of the FEDERATION to attain its objectives as outlined in ARTICLE 12-B of the General Municipal Law, the municipalities and associates comprising its membership shall pay dues as shall be fixed by the Board of Directors.

Section II. Each town, city and village of Orange County, the Orange County Department of Planning, the Orange County Planning Board, and each agency shall constitute one class of membership for the purpose of dues. Associate members shall constitute a separate class of membership.

Section III. Membership dues are used to offset the administrative expenses, and includes a one year subscription to the FEDERATION newsletter.

Section IV. Each class of membership shall pay dues annually in such amounts as are fixed by the Board of Directors. The amount of dues will be set prior to May 1 of each year.

Section V. Such dues payable in advance, become due on July 1 of each year and each

member is in good standing only when such dues are paid.

ARTICLE XI: EXECUTIVE DIRECTOR

Section I. The Board of Directors shall hire an Executive Director of the FEDERATION, who shall attend all meetings of the FEDERATION and whose responsibilities are outlined under separate cover.

ARTICLE XII: AMENDMENTS

Section I. These Constitution and By-Laws may be amended by two-thirds of the votes cast at any Annual Meeting, or at any other meeting called for that purpose, provided that the proposed amendments shall be stated in the call for the meeting at which they are to be considered and that twenty (20) days written notice of such meeting shall be given to each voting member and provided further that a quorum is present. A quorum for this purpose shall mean attendance, in person, by authorized representatives of at least one-half of all voting members in good standing of the FEDERATION as of the date of the vote.

ARTICLE XIII: TERMINATION OF THE FEDERATION

Section I. Upon termination of this FEDERATION, the assets remaining after payment of all Due accounts shall be distributed by the Board of Directors to accredited educational institutions for the furtherance of research and the provisions of scholarships in the field of municipal planning.

ARTICLE XIV: ENACTMENT

Section I. These Constitution and By-Laws shall become effective at the end of the meeting at which it is ratified by two-thirds of the votes cast provided that the call for the meeting included an announcement that such vote would be taken, and provided further that a quorum is present

January 29, 1974
October 30, 1974 Amended
May 28, 1992 Proposed Amend
March 6, 1997 Proposed
June 5, 1997 Proposed & Adopted
September 30, 2004 Proposed & Adopted
September 29, 2005 Proposed & Adopted