

Northern Oneida County Council of Governments Bylaws

Approved by the Northern Oneida County Council of Governments on 10/28/04
Amended by the Northern Oneida County Council of Governments on 10/27/2011
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Amended by the Northern Oneida County Council of Governments on 10/28/2021

Mission Statement

To provide technical assistance, including planning, grant writing and training, and to create a framework for intermunicipal cooperation and communication among members and with outside organizations, on behalf of the 17 NOCCOG member communities.

Section 1. General

These bylaws shall constitute the general operating procedures of the Northern Oneida County Council of Governments (NOCCOG), established through the NOCCOG Intermunicipal Agreement, pursuant to Article 5-G of the General Municipal Law of the State of New York. If there is any conflict between the provisions of these bylaws and the NOCCOG Intermunicipal Agreement, the provisions of the Intermunicipal Agreement shall govern.

Section 2. Executive Board

There shall be a standing committee known as the "executive board" which shall be composed of the officers. The executive board shall have all duties and responsibilities of NOCCOG between meetings of NOCCOG but may not elect officers or amend bylaws. A quorum of the executive board shall be a majority of the members. Regular meetings of NOCCOG's executive board shall be held as deemed appropriate by the executive board. Minutes of all executive board meetings shall be sent to all member municipalities within 14 days of the date of the review of the executive board.

Section 2. Member Towns and Villages

NOCCOG shall be comprised of the northern Oneida County municipalities in the Tug Hill region, as recognized by New York State and by the NYS Tug Hill Commission (commission) as its designated service area. Towns and villages that have adopted and signed the NOCCOG Intermunicipal Agreement and have paid their annual dues shall be considered members of NOCCOG. Adjacent municipalities may apply for membership in NOCCOG, contingent upon the following: By a majority vote, the membership can initiate the drafting of a new intermunicipal agreement for unanimous approval by all member communities, including the municipality seeking membership. A different membership fee structure and range of available services may apply to member municipalities outside the commission's service area.

Section 3. Composition of NOCCOG

NOCCOG shall be composed of a representative, duly appointed, from each member town or village as established through the NOCCOG Intermunicipal Agreement. If no representative is appointed, the mayor or supervisor shall be deemed the representative. If the representative is unable to attend the meeting, the municipal board may designate a substitute representative. Attendance and participation at NOCCOG meetings by all interested local officials is encouraged.

Section 4. Membership Meetings

The Annual Meeting shall be held to elect officers for the ensuing year, adoption of a budget, establishment of the annual contribution by member municipalities, and such business as may be conducted by NOCCOG. Such Annual Meeting shall be held prior to October 31, unless otherwise set by the executive board. Other meetings may be called at the request of two or more member municipalities, or upon the initiative of the chairman, following due and proper notice given to all representatives. Verbal or written notice of all special meetings shall be given to all members not less than 48 hours in advance thereof. Such meetings shall be held at a time, date, and place designated by the chairman.

Section 5. Membership Meeting Quorum

A quorum is required to conduct all business at all annual and special meetings. A quorum shall be constituted when representatives from a majority of the member towns and villages are present.

Section 6. Voting

At all full membership meetings, each representative properly appointed shall be entitled to cast one vote unless herein otherwise provided. Any representative having a conflict of interest of any kind in a matter before the board shall be disqualified from voting and may be substituted by another person of the municipality's choosing. The minutes shall reflect the substitution. A majority of the total membership shall be necessary for the adoption of any proposed action, resolution or other voting matter. At executive board meetings, a majority vote shall be required for the adoption of any action.

Section 7. Proceedings & Rules of Procedure at Meetings

Meetings shall be presided over by the chairman or, in his absence, the vice-chairman.

Agendas: The executive board shall determine the order of business. The agenda shall be prepared by the municipal projects coordinator and associate circuit riders in conjunction with the executive board chairman. Any municipal representative may have an item placed on the agenda. When possible, items for the agenda shall be given to the municipal projects coordinator at least 24 hours before the meeting. However, items may be placed on the agenda at any time, including during the meeting. Changes in the agenda shall be entertained at the beginning of any such meeting.

Quorums: (see Sections 5 & 13)

Guidelines for speakers: With every intent toward open discussion, all speakers will abide by the following provisions: speakers shall be recognized by the presiding officer, identify themselves, should limit comments on a topic to five minutes unless invited to continue, address the meeting as a whole and not any particular individual, and observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

Minutes: Minutes shall be taken by the municipal projects coordinator or a designee. Minutes shall consist of a record or summary of all motions, proposals, resolutions or other matter formally voted upon, and shall include the vote thereon. Minutes shall also include:

- name of the meeting, date, place, and time;
- listing of those present (may attach attendance sheet)
- summary of all agenda items
- time of adjournment
- name of person(s) recording/preparing minutes

Minutes shall be approved at the next membership or board meeting, respectively, with changes/corrections as necessary.

Section 8. Officers; Terms of Office; Vacancies

The officers shall consist of chairman, vice-chairman, fiscal officer, and two directors. The officers shall be elected for the ensuing year at the annual meeting. Their term shall commence on January 1 and they may be reelected. Any vacancy occurring within a term of office shall be filled by an election at a special meeting or by mail ballot.

Section 9. Chairman

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

1. to preside at all meetings of NOCCOG;
2. to call special meetings of NOCCOG;
3. to sign all official documents on the behalf of NOCCOG;
4. to see that all reports, documents, and actions of the NOCCOG are properly made, executed, filed or taken, as the case may be, in accordance with law, the responsibilities, and the actions of NOCCOG;
5. to develop the NOCCOG annual budget;
6. to appoint regular and special committees as the need arises;
7. to serve on the executive board.

Section 10. Vice-Chairman

The powers and duties of the vice-chairman shall be as follows:

1. to perform all the duties of the chairman during the absence, disability or disqualification of the chairman;
2. to serve on the executive board.

Section 11. Fiscal Officer

The powers and duties of the fiscal officer shall be as follows:

1. to work in conjunction with the bookkeeper to receive and disburse funds of NOCCOG;
2. to oversee an accurate accounting of all receipts and expenditures of NOCCOG;
3. to sign all NOCCOG expenditure checks;
4. to serve as a member of the executive board;
5. receive, record, and deposit all receipts of NOCCOG.

Section 12. Bookkeeper/Accountant

The bookkeeper shall be selected by the executive board, and shall manage the accounting needs of NOCCOG, as follows:

1. receive monthly and check for accuracy all claims for payment of expenses;
2. prepare check payments monthly for all expenses;
3. provide quarterly financial statements to the fiscal officer.

Section 14. Staff

NOCCOG Staff shall consist of technical staff as determined by the Executive Board.

Section 15. Fiscal Year

The fiscal year shall be the calendar year. The budget shall be prepared for each ensuing year prior to October 1.

Section 16. Amendment of Bylaws

The bylaws may be amended by a 2/3 majority of the municipalities present at any annual meeting provided that notice of said proposed amendment is given to each representative in writing at least five days prior to said meeting. The bylaws may also be amended at any special meeting called solely for that purpose. Notice of such

special meeting shall be in writing, shall contain a precise description of the change proposed, and shall be given to each representative at least five days prior to said special meeting.