

## **ERIE COUNTY CULTURAL RESOURCES ADVISORY BOARD**

### **BY-LAWS**

*WHEREAS, the County Executive established the Erie County Cultural Resources Advisory Board in March 1986; and*

*WHEREAS, nineteen members were originally appointed in 1986 by the County Executive to serve on the Board, and such number was increased by the County Executive in 1988 to twenty-five members; and*

*WHEREAS, the Erie County Department of Environment and Planning in cooperation with the Erie County Division of Budget and Management will assist in coordinating the activities of the Board; and*

*WHEREAS, it is desirable for the Erie County Cultural Resources Advisory Board to be governed by rules for the efficient and proper administration of its affairs, it is*

*RESOLVED, that the following rules are hereby adopted as By-laws of the Erie County Cultural Resources Advisory Board hereafter referred to as the Board.*

#### **Article I      Establishment**

*The Erie County Cultural Resources Advisory Board is established by the Erie County Executive pursuant to the Erie County Charter and Administrative Code. The Board shall be in compliance with Articles 19 of the Erie County Administrative Code and the County Charter.*

#### **Article II      Members**

- A. Number. Twenty-five members domiciled in Erie County, or such other number as appointed by the County Executive, shall serve on the Board.*
- B. Vacancy. Should a vacancy occur among the members of the Board by reason of death, resignation, disability or otherwise, notice shall be given to the County Executive who shall appoint a replacement to serve out the said term.*

- C. Terms. The term of membership shall be for two years, such terms to end the thirty-first day of December of each year following the first annual meeting of the Board. Initial membership terms shall be as follows: ten to end in 1987, nine to end in 1988. Members shall be allowed to serve no more than three successive terms.
- D. Attendance. Any Board member who misses two successive official Board meetings without prior notification shall be notified as to his/her potential replacement.

Any Board member who misses three successive official Board meetings without prior notification shall be deemed delinquent and his/her appointment shall be terminated. The vacancy created by this termination shall be filled in accordance with procedure included in these By-laws.

### Article III Meetings

- A. Annual Meeting. The annual meeting of the Board shall be held on the first meeting of the calendar year. Among other items such meeting shall be devoted to the election of officers, adoption of a schedule of regular meetings, and approval of a stated order of business for each regular meeting for the calendar year.
- B. Regular Meetings. Regular meetings of the Board shall be held at a place and time voted upon by Board members.
- C. Special Meetings. Special meetings of the Board may be held at the call of the Chair or upon written request of six members of the Board to the Chair.
- D. Notice of Meetings. Written notice of official Board meetings shall be made to members no less than seven (7) days in advance of the meeting. Special meetings may be called with less notice by telephone.
- E. Quorum. A quorum consisting of a majority of the Board membership shall be required for the transaction of any official Board business.
- F. Rules of Order. Meetings shall be conducted in accordance with Roberts Rules of Order, Newly Revised, wherever applicable.

### Article IV Officers

- A. Officers. The officers of the Board shall be a Chair, a First Vice Chair and a Second Vice Chair.

- B. Appointment. *The Chair and the First Vice Chair shall be appointed by the County Executive and both shall serve until replaced by the County Executive. The Second Vice Chair shall be elected by the Board at the annual meeting and shall serve for two (2) years.*
- C. Vacancy. *Should a vacancy occur in the office of the Chair or the First Vice Chair, the vacancy shall be filled by the County Executive. Should a vacancy occur in the office of the Second Vice Chair, the vacancy shall be filled at the next meeting of the Board. The Second Vice Chair so elected shall serve the unexpired term of the predecessor.*

Article V      Duties of Officers

A. Duties of Chair

*To preside at all meetings of the Board.*

*To convene special meetings of the Board in accordance with these By-laws.*

*To represent the Board in a liaison capacity, or so designate, in relations with elected officials and other official bodies, groups and organizations.*

*To carry out any additional duties as may be assigned by the County Executive and/or the Board.*

B. Duties of the Vice Chair

*To carry out any duties as may be assigned by the Chair and/or the Board.*

*In the event of the absence, disability or disqualification of the Chair, the First Vice Chair shall perform all of the duties and be subject to all of the responsibilities of the Chair.*

*In the event of the absence, disability or disqualification of the Chair and the First Chair, the Second Vice Chair shall perform all of the duties and be subject to all of the responsibilities of the Chair.*

*In the event of the absence of the Chair, the First Vice Chair and the Second Vice Chair at a regular or special meeting, a member of the Steering Committee, selected by the Chair, shall perform all of the duties of the Chair at said meeting and be subject to all of the responsibilities of the Chair.*

## Article VI Voting

- A. Majority. A majority of those members present in person or telephonically, and constituting a quorum, shall be necessary for the adoption and the approval of any proposed action, resolution or other voting matter with the exception of an amendment to these By-laws. (See Quorum)
- B. Each Member. Each member shall have one vote on every issue before the membership for vote except in cases of conflict of interest (see C. below).
- C. Conflict of Interest. Members are required to comply with Erie County's requirements for County Advisory Board's as well as with the conditions of the Erie County Cultural Board's Affiliation Statement.
- D. Roll Call Vote. Any Board member may request a recorded roll call vote.

## Article VII Committees

The Board may establish such standing or ad hoc committees as it deems necessary.

## Article VIII Amending the By-laws

- A. Notice. The agenda and notice for the regular or special meeting at which final action is anticipated shall include the exact wording of the proposed amendment and shall be mailed at least seven (7) days prior to that meeting.
- B. Vote. A vote of two-thirds (2/3) of the then Board members shall be necessary to amend these By-laws.
- C. Legality. An amendment to these By-laws shall be null and void if such amendment conflicts or contravenes with any article or section of the Erie County Charter or Erie County Administrative Code.

Originally passed 2/19/87

Revised 2/88; 2/20/96; 4/19/96