

BYLAWS FOR THE TOWN OF WEST SENECA ENVIRONMENTAL COMMISSION (WSEC)

INTRODUCTION

This set of bylaws is written to supplement the intent, structure, powers and duties of the Commission for the Conservation of the Environment of the Town of West Seneca, hereafter referred to as the Commission, and is in no way intended to supplant or modify the content of Chapter 10 of the West Seneca Town Code establishing this Commission. The areas to be covered in the bylaws contained herein are:

1. MISSION STATEMENT
2. MEMBERSHIP
3. ELECTION AND TENURE OF OFFICERS
4. DUTIES OF OFFICERS
5. MEETINGS - RULES AND PROCEDURES
6. RECORDKEEPING AND REPORTING
7. SUBCOMMITTEES
8. AMENDMENTS

MISSION STATEMENT

Our mission is to protect and improve the environment as a valuable resource and asset for the people and the Town of West Seneca. We strive to advise the Town Board and make recommendations that will promote a clean, healthy and well protected environment supporting a sustainable society and economy. The committee shall also provide community outreach and education to achieve these goals.

MEMBERSHIP

Pursuant to Chapter 10 of the West Seneca Town Code, the Town Board will appoint 9 members, one of which will be appointed by the Town Board as the **Chair** of the Commission.

ASSOCIATE MEMBERS

- The Commission, at the discretion of the appointed members, shall accept associate members, with the number to be determined by the Commission.
- Associate members must be approved for membership by more than half of the appointed Commission members. Associate members are welcome to attend and to participate at all Commission meetings, and may be working members of subcommittees. Associate members are not allowed to propose motions and are non-voting members.

- The term of associate members will be at the discretion of the Commission members.
- Town residents can express their desire to apply for an Associate Membership by providing written correspondence to the Commission which states their intent and desires for participating.

EX OFFICIO MEMBERS

Participatory rights - Ex officio members, as identified in the Town Code, are welcome to attend and to participate at all Commission meetings, and may be working members of subcommittees. Ex-officio members are not allowed to propose motions and are non-voting members.

ELECTION AND TENURE OF OFFICERS

Elected officers of the Commission will be determined by the Commission and will include:

- Vice Chair or Co-Vice Chair(s)
- Recording Secretary
- Treasurer

- The above officers will serve for a term of two years upon election. They will be elected by vote of more than half of the appointed members the Commission.
- Nominations for elected officers will be made at the first meeting as needed annually.
- Elections will be conducted as needed once per year at the second meeting for that calendar year.

A new Vice Chair, Recording Secretary, or Treasurer shall be elected for the remainder of the term in the event any elected officer resigns or is unable to perform in that role.

DUTIES OF OFFICERS

- The **Chair** shall preside over general meetings.
- The Chair may call special meetings of the Commission at his/her discretion.
- The Chair, acting as official spokesperson for the Commission, is responsible for official communication of Commission matters to the Town Board and, conversely, will convey official communications of the Town Board to the Commission.
- The Chair (or his/her designee) shall also convey official (printed or verbal) communication to the press. The Chair shall obtain approval of more than half of the appointed members of the Commission before conveying official (printed or verbal) communication to the Town Board or to the press (e.g. policy statements, endorsements or recommendations of programs).
- Formal communication of the Commission recommendations and reports to the Town Board and the press will be carried out by the Chair or Vice Chair in the event the Chair is unable to do so.
- Commission members shall receive copies of or be notified of the content of all incoming correspondence.
- The Chair will deliver an annual report to the Town Board not later than the 1st day of April each year concerning the activities and work of the Commission.
- The **Vice Chair** will preside over meetings of the Commission in the event the Chair's absence.
- In the event that the Chair resigns or is unable to serve in that role for an extended time period, the Vice Chair will assume the position and duties of the Chair previously described for the remainder of the elected term or until the Town Board appoints a new Chair to fill the vacancy.
- A new Vice Chair will be elected for the remainder of the term.
- In the absence of a town staff person recording meeting minutes, and submitting such records for Commission approval, the Recording Secretary shall record meeting minutes and submit such records for Commission approval.
- The Recording Secretary shall maintain the meeting minutes in a permanent record.
- In the absence of a town staff person doing so, The Recording Secretary shall keep records of member attendance at general meetings.
- The Recording Secretary shall also maintain an electronic filing system for correspondence and documents of the Commission.
- The Recording Secretary shall provide approved minutes of each meeting to the Town Clerk's office as a permanent record for posting/publication on the Town's web site.
- The **Treasurer** shall keep records of Commission income and expenditures and shall provide a budget report as needed, and as balances change.

MEETINGS - RULES AND PROCEDURES

Robert's Rules of Order shall be used in the absence of specific procedures listed herein. The Commission must meet at least once a year and provide a written report to the Town Board once a year as stipulated in the Local Law establishing the Commission.

- Generally, the Commission will meet at least six times per year. More than half of the appointed members must be present for a quorum.
- Exceptions can be made for special meetings called by the Chair or deferred meetings as agreed to by a majority vote of the Commission.
- Meetings are open to the public.
- Regular attendance of Commission members at general meetings is expected.
- Should a member miss three consecutive meetings without justifiable reason, the remaining Commission members, upon a majority vote, may recommend appointment of a replacement to the Town Board.
- Commission members shall receive an agenda prior to each meeting.
- Topics to be on the agenda must be submitted at least three days prior to a scheduled meeting.
- Minutes of the previous meeting shall be provided to members prior to each general meeting and shall be approved by members.
- Formal motions, committee reports, and recommendations must be approved by a majority of the Commission members.
- Complaints or suggestions brought to members of the Commission by Town citizens shall be recorded in the meeting minutes and may be addressed by Commission members.

RECORDKEEPING AND REPORTING

The WSEC will adopt and utilize the following procedure for each scheduled meeting:

- prepare an outline and finalize an agenda;
- document and finalize meeting minutes;
- document the WSEC budget and expenses and a summary for the end of each fiscal year;
- document "deliverables" to be completed by members (each month/as necessary), recording the resulting accomplishments on a table, which will supplement the Annual Report to the Town Board.

SUBCOMMITTEES

- To address issues of the Commission, or as requested by the Town Board, subcommittees may be formed by a vote of more than half of the appointed Commission members.
- Subcommittee meetings shall be convened at the discretion of the Subcommittee members.
- All Subcommittees must abide by Chapter 10 of the West Seneca Town Code and all of the protocols within the Commission Bylaws.

AMENDMENTS

Amendments to the by-laws shall be approved by a vote of more than half of the appointed Commission members. Amendments may not be approved at the same meeting they are introduced.

Rev. 1 - 9/30/2018
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