

# MONROE COUNTY COUNCIL OF GOVERNMENTS

## BYLAWS

### I. Name

The name of the organization shall be the Monroe County Council of Governments (Monroe County COG).

### II. Mission Statement

The Monroe County COG is a voluntary association of municipal governments in Monroe County organized to provide a forum for discussion and cooperative action on issues of common concern that go beyond jurisdictional boundaries. The goal of the Monroe County COG is to examine opportunities for further intergovernmental cooperative actions and provide cost-effective governmental services.

### III. Purpose

- A. To serve as a forum to identify, discuss, study, and bring into focus countywide challenges and opportunities.
- B. To serve as a vehicle for the collection and exchange of information of countywide interest.
- C. To provide continuing organizational machinery to insure effective communication and coordination among governments and agencies, including surrounding counties and the municipalities therein as necessary.
- D. To foster, develop, and review policies, plans and priorities for countywide growth, development, and conservation.
- E. To facilitate agreements and cooperative action proposals among member governments for specific projects or other inter-related developmental needs and for the adoption of common policies and plans with respect to common countywide challenges.
- F. To review and coordinate federal, state, and local programs of countywide importance.

### IV. Membership

- A. Members will be the Monroe County Executive and the chief elected officials from the City of Rochester, the towns, and villages within Monroe County. No alternates will be permitted.
- B. Each member shall have one (1) vote. No proxy voting will be permitted. A vote of fifty percent plus one (16) of the constituent membership shall rule.

## **V. Officers**

The officers of the Monroe County COG and the Steering Committee will be the Chairman, Vice-Chairman and Secretary.

### **A. Nomination**

Officers will be nominated by the Steering Committee (see Article VII) from among its members and approved by the Monroe County COG members.

### **B. Term**

Officers will be elected annually in January for one-year terms. Each may serve up to a maximum of four consecutive terms in a specific office.

### **C. Responsibilities**

The officers of the Monroe County COG shall undertake the duties commonly associated with their positions. The Chairman shall preside over Steering Committee and Council meetings and serve as the media spokesperson for the Council. The Chairman will be an ex-officio member of all committees and sub-committees. In the absence of the Chairman, the Vice-Chairman shall preside. The Secretary shall be responsible for the minutes and other records of Council meetings.

Partial terms shall not count against the maximum for the office.

### **D. Vacancies**

Should a vacancy occur in any office of the Monroe County COG, the Steering Committee shall appoint a replacement from among its members, subject to the approval of the membership.

## **VI. Meetings**

The full membership shall meet bimonthly, including one annual organizational meeting, which shall be the first meeting of the calendar year. Meetings shall be scheduled by the Steering Committee and notification mailed to members at least two weeks (14 days) in advance of the meeting date. Meetings shall be open to the public.

Additional meetings may be called at the discretion of the Chairman, a majority of the Steering Committee members, or by petition of fifty percent plus one (16) of the constituent membership. The Steering Committee may establish public forums as necessary to receive community input on issues.

### **A. Quorum**

A quorum shall consist of fifty percent plus one (16) of the constituent membership.

B. Parliamentary Procedure

The usual parliamentary rules as laid down in Robert's Rules of Order shall govern all meetings of the Monroe County COG, Steering Committee, and sub-committees, when not in conflict with these bylaws.

C. Staff Support

Staff support to the Monroe County COG and its sub-committees shall be provided by Monroe County.

**VII. Committees**

A. Steering Committee

A Steering Committee shall be elected from among the constituent membership and charged with: nominating officers; setting priorities; planning the agenda for the full membership meetings; establishing sub-committees as necessary to achieve the goals of the association; and conducting business as required in the interim between meetings of the full membership. The officers of the Monroe County COG shall also serve as officers of the Steering Committee.

1. Representation

The Monroe County Executive, the Mayor of the City of Rochester. Two (2) representatives shall be elected from among the chief elected officials of the towns east of the Genesee River. Two (2) representatives shall be elected from among the chief elected officials of the towns west of the Genesee River. One (1) representative shall be elected from among the chief elected officials of the villages.

2. Membership on Steering Committee

Constituent members interested in serving on the Steering Committee shall submit their own names to the incumbent Steering Committee members who will be charged with preparing a list of candidates and officers for the committee. Should there be an insufficient number of candidates, the Steering Committee members will contact members to ascertain their willingness to serve. The list of candidates and officers shall be mailed to members with the notice of the annual organizational meeting, but no later than two weeks (14 days) prior to the date of that meeting. The Steering Committee membership and slate of officers shall be voted on by the constituent members at the organizational meeting.

3. Term of Office

Steering Committee members shall be elected for one-year terms. Each may serve up to a maximum of four consecutive terms.

4. Vacancies

Should a vacancy occur during the term of membership on the Steering Committee, a replacement shall be selected using the nomination process as set forth in section VII. A. 1&2, of the bylaws, at the next bimonthly meeting.

Partial terms served shall not count against the maximum for the office.

B. Sub-committees

The Steering Committee shall charge any sub-committee it creates with a specific goal and set a time frame for reporting back to the membership.

C. The Monroe County COG shall create and dissolve any number of administrative or standing committees or sub-committees to carry out Council activities.

**VIII. Bylaws Amendments**

These bylaws may be amended as deemed appropriate by a fifty percent plus one (16) vote of the constituent members of the Council.

A. Notice

The notice for a meeting at which final action on a bylaw amendment is scheduled shall include the text of the proposed amendment and shall be mailed to members with the standard two-week notice.