



Orange County Municipal Planning Federation

Board Members

Ben Astorino, President
Town of Warwick

David Niemotko, Vice President
David Niemotko Architects

Robert Scott, Secretary
Village of Florida

Diana Lupinski, Treasurer
Town of Goshen

Scot Brown, Director
Village of Warwick

Carla Castillo, Director
Town of Cornwall

James Driscoll, Director
Town of Wawayanda

John Strobl, Director
Village of Goshen

John Tracy, Director
Village of Greenwood Lake

Jean Shultz, Alternate
Town of Wallkill

Orange County Planning Depart.
Support

2024 OCMPF Constitution and Bylaws Update and Restatement Voting Ballot

The Board of Directors is looking to update and restate the OCMPF Constitution and Bylaws, as presented in the attached document. The Supervisor, Mayor or Chair of each Board, or designated individual below, can cast a vote on behalf of each Board.

Items to be called for vote:

PROPOSITION I

Should the Constitution and Bylaws of the Orange County Municipal Planning Federation (OCMPF) be amended in the manner set forth in the proposed amended Constitution and Bylaws sent to the membership with this ballot.

Municipality: _____ **Circle One:** City / Town / Village

LEGISLATIVE BOARD MEMBER? (CHECK ONE): YES NO

Individual Casting Vote: _____ Aye Nay

If not the Chair, Chair's signature approving designation: _____

PLANNING BOARD MEMBER? (CHECK ONE): YES NO

Individual Casting Vote: _____ Aye Nay

If not the Chair, Chair's signature approving designation: _____

ZONING BOARD MEMBER? (CHECK ONE): YES NO

Individual Casting Vote: _____ Aye Nay

If not the Chair, Chair's signature approving designation: _____

COUNTY PLANNING BOARD MEMBER? (CHECK ONE): YES NO

Individual Casting Vote: _____ Aye Nay

If not the Chair, Chair's signature approving designation: _____

All votes must be received by June 15.

ORANGE COUNTY PLANNING FEDERATION CONSTITUTION AND BYLAWS

Revised _____ 2024

ARTICLE I NAME

The name of this organization shall be: "Orange County Planning Federation"

ARTICLE II PURPOSE

The purpose of this Orange County Planning Federation ("Federation") shall be:

- To provide education and information to members of the Federation and the public with respect to regional, urban, rural and local land use planning so that sound planning and zoning will lead to orderly growth and development of our communities.
- To serve as a resource for information on the purposes and techniques of planning, zoning and land use control.
- To provide a forum for the exchange of experiences in the handling of the common land use planning problems of our communities.
- To serve as a voice for the planning boards and zoning boards of appeal in Orange County.
- To encourage the next generation to pursue planning careers by providing internship and scholarship opportunities.

ARTICLE III MEMBERSHIP AND VOTING

Section 1.

Voting membership in the Federation shall be extended to:

- a. The Orange County Planning Board (one (1) vote for the Board)
- b. Orange County:
 - municipal governing bodies;
 - planning boards and zoning boards of appeals;
 - conservation and architectural advisory councils/boards/commissions;
 - zoning administrators and zoning and code enforcement officials;

Each municipality, not in default of the payment of dues shall be entitled to cast one vote on behalf of all of the above entities.

- c. Greenway committees/groups (one (1) vote per committee/group)
- d. A firm or organization active in planning or related fields (one (1) vote per firm or organization)

The vote shall be cast by the Chair, Chief Executive Officer or other Leader of the voting entity unless a proxy is designated in accordance with Section 4 of this Article III.

Section 2.

Ex-officio membership, without fee and without vote, shall be open to those persons (or their designee) in each of the following official positions in Orange County government: department heads of Health, Planning and Development, Public Works, Solid Waste, and Water Resources. Related agencies based in Orange County with planning related missions (such as Cornell Cooperative Extension, Orange County Soil and Water Conservation District, the Orange County Water Authority, etc.) may also be offered ex-officio membership. Ex-officio membership shall also be open to former officers and members of the Board of Directors who have served at least two consecutive three-year terms.

Section 3.

Via a plurality vote of the voting membership present, the Federation's membership shall vote to elect members of the Board of Directors of the Federation (see *Article VI Board of Directors* for details) and shall also be entitled to vote on amendments to the by-laws of the Federation (see *Article X Amendments* for details) as such amendments are, from time to time, introduced and proposed.

Section 4.

Any voting member (Chair, Chief Executive Officer or other Leader of the voting entity) shall be entitled to designate in writing a proxy, to be filed with the President, Vice-President, and Secretary of the Board of Directors. Proxies may be one-time, duration specific, or standing.

Section 5.

The method of voting by the federation membership may be by any of the following methods as designated by majority vote of the Board of Directors:

- a. Via paper ballot at Membership meetings
- b. Via email ballot sent to the Membership
- c. Via paper ballot sent to the Membership

ARTICLE IV MEMBERSHIP MEETINGS

Section 1.

The Federation year shall follow the calendar year.

Section 2.

There shall be at least one (1) membership meeting of the Federation annually, at a time and location to be determined by the Board of Directors.

Section 3.

The President may call special membership meetings at his/her discretion or upon request of a majority of the Board of Directors.

ARTICLE V DUES

Section 1.

Annual membership dues shall be fixed by the Board of Directors of the Federation. Each member noted in Article III, Section 1., b.-d. will be charged dues, the payment of which will extend Federation membership to include:

- for municipalities: all current members of planning boards, zoning boards of appeals, legislative boards/councils, zoning administrators, zoning/code enforcement officials, and conservation and architectural advisory councils/board/commissions within the municipality.
- for Greenway organizations: all board members or similar leadership committee of each organization
- for firms or organizations active in the planning or related fields: dependent upon firm or organizational structure all partners, officers, board members or similar leadership committee of each firm or organization

Section 2.

Such annual dues become due during the first quarter of each year. Each member is in good standing only when such dues are paid. Membership shall become effective, or renewed, upon full payment of such dues. The schedule of dues shall be listed in Appendix A of this document.

ARTICLE VI BOARD OF DIRECTORS

Section 1.

The Orange County Planning Federation is governed by a Board of Directors of up to seven (7) members and two (2) alternates from the voting membership of the Federation, elected through plurality vote of the voting membership.

However, after this Constitution and Bylaws take effect per Article XI, if there are Board Members in excess of the seven directors and two alternates specified in this Article VI, Section 1., all existing Board Members may continue their terms until expiration of the three-year period, if desired by each such Board Member. However, the Board shall not approve any mid-term vacancy during this three-year period (ending December 1, 2026) if filling such vacancy would exceed the limit of seven directors and two alternates as specified in Article VI, Section 1. Additionally, one of the existing directors may be voluntarily re-designated as an alternate in order to fill the vacant alternate position.

Section 2.

The Board of Directors shall have full authority to manage the affairs of this Federation.

Section 3.

Board Members shall serve for a term of three (3) years.

Section 4.

Mid-term vacancies on the Board of Directors shall be filled by the Board of Directors by appointment until the next annual election, at which time an election will be held for the remainder of the unexpired term.

Section 5.

Any group or individual who is a Federation member may recommend an individual or individuals to serve on the Board of Directors.

Section 6.

The Board Members of the Federation are expected to attend meetings regularly. Unexcused absence from three (3) consecutive Board meetings may result in removal from the board, by vote of the Board of Directors.

Section 6.

The Board of Directors shall meet at least three (3) times per year with attendance permitted either in person or virtually.

Section 7.

A simple majority of the current number of occupied Board seats shall constitute a quorum at Board meetings.

ARTICLE VII OFFICERS

Section 1.

The Officers of this Federation shall be a President, a Vice-President, a Secretary, and a Treasurer. The Officers shall serve for a term of two (2) years.

Section 2.

The President shall preside at all meetings of the Federation and shall make all appointments not provided for otherwise. The President shall have such usual powers of supervision and management as may pertain to the office of President.

Section 3.

The Vice-President shall perform the duties of the President in case of the President's absence and shall perform such other duties as the President may designate.

Section 4.

If both the President and Vice-President will be absent from a meeting, the President can designate another Board Member to perform the duties of the President at the meeting.

Section 5.

The Secretary and Treasurer shall ensure that full and accurate records of all meetings of the organization are maintained and shall perform such other functions as may be incidental to the offices.

Section 6.

The Treasurer shall ensure that full and accurate records of receipts and expenditures are maintained, as directed by the Board of Directors, and shall perform such other functions as may be incidental to the office.

ARTICLE VIII NOMINATION AND ELECTION OF OFFICERS

Section 1.

The President, Vice-President, Secretary and Treasurer shall be elected by the Board of Directors from the sitting members of the Board of Directors.

Section 2.

Mid-term vacancies of any Officer shall be filled by the Board of Directors by appointment for the unexpired term.

ARTICLE IX TERMS OF OFFICE

Section 1.

The Officers shall serve for a term of two (2) years; the Board Members shall serve for a term of three (3) years.

Section 2.

The term of office for Officers and Board Members shall, in each case, begin at the beginning of the upcoming calendar year for which they were elected, unless such position was filled due to vacancy in which case such term shall commence as designated in the appointment by the Board of Directors. The term of office for Officers and Board Members shall, in each case, end at the end of the calendar year for which that term expires.

ARTICLE X AMENDMENTS

This Constitution and Bylaws may be amended by a plurality vote of the voting membership present, pursuant to the applicable method authorized for that vote under Article III, Section 5 and to be effective as stated in the amendment.

ARTICLE XI ENACTMENT

This Constitution and Bylaws shall become effective by a plurality vote of the voting membership present, pursuant to the applicable method authorized for that vote under Article III, Section 5 and to be effective as stated in the amendment.

APPENDIX A: SCHEDULE OF DUES

Voting Member Dues \$125 annually