

TOWN OF MINETTO PLANNING BOARD BY LAWS

1. The Town Board shall annually designate a member of the Planning Board to serve as Chairperson thereof, or, upon its failure to do so the Planning Board shall elect a Chairperson from among its members.
2. The Planning Board shall have the power and authority to employ experts, as well as to employ a secretary.
3. In the absence of the Chairperson, the senior member of the Planning Board shall serve as the presiding officer.
4. The Planning Board may adopt rules and regulations in respect to procedure before it, which are not inconsistent with the laws of the State of New York or the local zoning laws.
5. The Planning Board shall meet at least every quarter, as well as at the call of the Chairperson. Regular meeting dates shall be established at the annual reorganization meeting and made a matter of public record. The annual reorganization meeting shall be the meeting held in April of each year, The Board shall keep regular minutes of the business transacted at each meeting, and at the conclusion of each year it shall prepare a report to the Town Board covering its activities. Said report shall include any recommendations it desires to make to the Town Board.
6. The Planning Board shall keep accurate records of any funds received by it and expended by it, and shall prepare and submit an annual budget to the Town Board for inclusion in the Town budget.
7. Duly appointed members of the Planning Board shall be expected to attend all regularly scheduled meetings of the Board.
8. Members of the Planning Board may only be removed by the Town Board in accordance with the provisions of Town Law.
9. In order for the Planning Board to conduct business, a quorum of three (3) members shall be required. An affirmative vote of three (3) members shall be required in order to actually enact any proposals to come before the Board.
10. Each member of the Board shall complete a minimum of four (4) hours per year training.