

NIAGARA FALLS PLANNING BOARD

BY-LAWS

(Amended October 14, 1968)
(Amended February 24, 1986)
(Amended February 11, 1987)
(Amended March 24, 1993)
(Amended January 11, 1995)
(Amended February 13, 1996)
(Amended April 9, 1997)
(Amended February 6, 2001)

ARTICLE I. ORGANIZATION

Section 1.

The Niagara Falls Planning Board shall hold its annual organizational meeting at the first regular meeting of the calendar year following the appointment or reappointment of Planning Board members by the City Council.

Section 2.

Regular meetings of the Planning Board shall be held on the second and fourth Wednesdays of each month or as scheduled by the Planning Board for its convenience.

Section 3.

At the organizational meeting, a chairman and a vice-chairman shall be elected by a majority of the members present, which vote shall consist of at least five affirmative votes. The secretary of the Board shall act as chairman during the reorganization of the Board.

Section 4.

Notices of the meetings shall be mailed to all members with an agenda, to be postmarked at least 48 hours, excluding Saturdays, Sundays and Holidays, prior to the meetings.

Section 5.

The Niagara Falls Planning Board shall consist of nine members appointed by the City Council. Each member will serve for a three-year term.

ARTICLE II. CHAIRPERSON

SECTION 1.

The chairperson shall be empowered to call special meetings.

At all special meetings, only such business as shall have been specified in the call for such special meetings shall be considered. No official business shall be conducted at special meetings in the absence of a quorum.

Section 2.

The chairperson shall preside at all meetings of the Board and shall have a vote upon all questions brought before the Board. In the event of the absence or illness of the chairperson, the vice-chairperson shall preside and shall exercise all the authority vested in the chairperson. In the event of the absence of both chairperson and vice-chairperson at any regular or special meeting, the secretary of the Board shall call the meeting to order, and the Board shall elect a chairperson of the Board pro tem.

ARTICLE III. RULES OF ORDER

Section 1.

Robert's Rules of Order shall be the parliamentary guide for all meetings of the Board. Said rules of order shall consist of roll call, public participation (discretion of the chairperson at the onset of the meeting), approval of minutes, communications, old business (report of Planning and Economic Development Director), City Planning and Economic Development staff report, report of committees or assigned delegates and miscellaneous matters.

Section 2.

Any member of the Board shall be allowed to call for an aye or nay vote. A total of five votes shall be required to constitute official action by the Planning Board.

Section 3.

All resolutions brought before the Board shall be submitted to the secretary in writing and all communications to the Board or its officers shall be filed with the secretary forthwith.

Section 4.

No committees or designated representatives of the Board shall exercise any authority except under the specific direction of the Board.

ARTICLE IV. SECRETARY TO THE BOARD

Section 1.

The Senior Planner, or other as designated by the Director of Community Development, shall be secretary to the Niagara Falls Planning Board.

Section 2.

The secretary shall keep accurate minutes of all proceedings of the Board and shall see to the proper and correct filing of all books, papers and recommendations placed in his or her care. The secretary shall relay to the City Council any and all actions of the Planning Board.

Section 3.

The secretary shall call all special meetings of the Board upon receiving a request from the chairperson or a written request by at least four members of the Board to call such special meeting; and the same shall be called by giving to each member of the Board a written notice of such meeting with the purpose of said meeting. Said notice shall be mailed to the members of the Board, to be postmarked at least 48 hours (excluding Saturdays, Sundays and holidays) prior to the time of the meeting. Special meetings of the Board, ordered by the City Council, shall be the only exception to this ruling.

ARTICLE V. MISCELLANEOUS

Section 1.

No rule of the Board shall be suspended except by five votes.

Section 2.

Any member of the Niagara Falls Planning Board may, at any reasonable time, examine the records of the secretary of the Board.

Section 3.

Notice to amend these rules or laws requires five votes and will take place at the subsequent scheduled meeting.

Section 4.

The By-Laws of the Niagara Falls Planning Board shall be reconsidered at the first meeting following the annual organizational meeting.