

BYLAWS

TOMPKINS COUNTY STOP-DWI ADVISORY BOARD

ARTICLE I NAME AND STATUTORY AUTHORITY

- Section 1. The name of this organization shall be the Tompkins County STOP-DWI Advisory Board.
- Section 2. The Tompkins County STOP-DWI Advisory Board is authorized by and operates pursuant to the Tompkins County Charter adopted by the Tompkins County Legislature.

ARTICLE II ORGANIZATION AND PURPOSES

- Section 1. The Tompkins County STOP-DWI Advisory Board (hereafter referred to as “the Advisory Board”) shall be composed of representatives from county agencies and organizations involved in STOP-DWI activities and educational efforts, and may include at-large members, with opportunity for ample participation and input by the general public.
- Section 2. The purposes of the Advisory Board shall be:
1. To advise the Coordinator on:
 - a. Programs to reduce alcohol-related traffic offenses;
 - b. Avoiding duplication of existing programs funded or operated by either the state or any municipality or other organizations, including alcohol and drug rehabilitation programs;
 - c. Informing the public and private sectors of the gravity of the driving while intoxicated problem in Tompkins County and the means of maintaining related highway safety in the County;
 - d. Identifying strategies for achieving County STOP-DWI goals and objectives;
 - e. Establishing priorities on program proposals; and
 - f. Relating the County-wide STOP-DWI program to regional and state STOP-DWI programs.
 2. To promote and serve as a forum for citizen participation.

ARTICLE III **MEMBERS**

Section 1. Membership. Members shall be appointed by the Tompkins County Legislature on the recommendation of the Advisory Board and appropriate committee of the Legislature. Only persons appointed as such by the Tompkins County Legislature shall be voting members. The Advisory Board shall consist of 15 members. There shall be one member from each of the following:

1. Public Safety Committee of the Tompkins County Legislature.
2. Youth Services Organization or Youth Member at Large
3. Tompkins County Sheriff's Office
4. New York State Police
5. New York State Park Police
6. Ithaca City Police Department
7. Village Police Department
8. Tompkins County Local Justice
9. District Attorney's Office
10. Alcohol and Drug Council of Tompkins County
11. Substance Abuse Subcommittee of the Mental Health Services Board
12. Department of Probation and Community Justice
13. Public Schools or BOCES
14. Member-At-Large
15. Tompkins County United Restaurant, Tavern and Motel Owners Association.
(The Tompkins County Traffic Safety Board may have an ad hoc (non-voting membership.)

Section 2. Term. Appointments shall be staggered for three-year terms, expiring December 31st. The Clerk of the Legislature shall maintain a list of upcoming expiring terms of appointment and any vacancies that need filling. The Clerk shall notify board members whose terms are expiring. There will be no term limits for members.

Section 3. Vacancies. The STOP-DWI Coordinator shall inform the Advisory Board of upcoming vacancies. Recommendations to fill vacancies shall be solicited by the STOP-DWI Coordinator from the general public, organizations, departments, or agencies affected.

Section 4. Duties. Members are expected to attend all Advisory Board meetings; to participate actively in the work of the Advisory Board; to share with the Advisory Board such matters of local or general STOP-DWI concerns of the organization, community, or agency they represent as they deem appropriate; and to convey to their group, in turn, such Advisory Board matters as may be deemed relevant. When any member of a board, commission, committee, agency, or authority, holding office by appointment of the County Legislature or the Chair of the County Legislature, fails to attend three consecutive regular meetings of such board, commission, committee, agency, or authority, unless such absence is for good cause and is excused by the chairman or other presiding officer thereof, or in the case of such chairman or other presiding officer, by the Chair of the Legislature, the office may be deemed vacant by the action of the appointing authority for the purposes of the nomination and appointment of a successor.

ARTICLE IV OFFICERS

Section 1. There shall be a Chair person and a Vice-Chairperson selected from the membership and elected at the first regular meeting of the calendar year.

Section 2. Duties. The Chairperson, in consultation with the Coordinator, shall prepare and distribute an agenda and shall preside at all meetings; shall review the draft version of meeting minutes before circulation; and shall have the usual powers and duties of a Chairperson. The Vice-Chairperson shall perform the duties in the absence of the Chairperson.

Section 3. Nominations. The Chairperson shall appoint a Nominating Committee consisting of at least three members at least two months prior to election of officers each year, or when vacancies arise during the elected term. It shall be the duty of the Nominating Committee to select at least one candidate for each office to be filled at the first regular meeting of each year. Additional nominations from the floor shall be permitted.

Section 4. Term of Office. The term of office shall be a two-year term and commence at the close of the meeting at which the new officers are elected. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

Section 5. Filling of Vacancies. A vacancy in the office of Chairperson shall be filled by elevation of the Vice-Chairperson. A vacancy in the office of Vice-Chairperson shall be filled by nomination and election procedures as specified in this Article, Section 3 above, with the election to be held within two months of the vacancy.

ARTICLE V **MEETINGS AND PROCEDURES**

- Section 1. Meetings. The Advisory Board shall hold regular meetings except as otherwise ordered by resolution. The STOP-DWI Coordinator shall prepare a schedule of meetings for the upcoming calendar year and provide it to the Advisory Board at the first meeting in the year. The Chairperson, in consultation with the Vice-Chairperson and the STOP-DWI Coordinator, shall prepare an agenda for each meeting and forward said agenda to the Advisory Board at least 3 days prior to the scheduled meeting. Special meetings may be called by the Chairperson or shall be called upon written request of a majority of the whole membership. The purpose of special meetings shall be stated in the call; at least three days' notice shall be given. All meetings of the Advisory Board shall be conducted with due regard to the Open Meetings Law of the State of New York.
- Section 2. Voting. Voting shall be by a show of hands, unless a roll call is requested. A resolution or other business shall be considered adopted when a majority of the membership of filled positions cast votes in the affirmative.
- Section 3. Summary of Meetings. A summary of the meetings shall be prepared by the STOP-DWI Coordinator or a person appointed by the Advisory Board to perform the duty. The minutes shall be forwarded to the Advisory Board no later than 7 days prior to the next scheduled meeting.
- Section 4. Special Orders. Each resolution, recommendation, or report that is directed to a particular department, agency, or group shall specify to whom it is directed and to whom written copies were forwarded. It shall be the duty of the Coordinator to transmit any and all such resolutions, recommendations, or reports.

ARTICLE VI **COMMITTEES**

There shall be a Nominating Committee for the election of officers and recommendations for filing of vacancies. Other Standing and Ad Hoc Committees, composed of members of the Advisory Board may be created by the Chairperson. The Chairperson also may create and terminate Ad Hoc committees. The committees shall perform such duties as may be delegated to them by the establishing motion or by the Chairperson. A committee may select such advisors from outside the membership as they may deem necessary to perform their tasks.

ARTICLE VII **STAFF SUPPORT**

The Coordinator shall provide such staff support as may be requested by the Advisory Board, within staff and fiscal limitations.

ARTICLE VIII **BUDGET AND PROGRAM RECOMMENDATIONS**

In the interest of keeping the Advisory Board apprised of budget and program recommendations, the STOP-DWI Coordinator shall review the budget with the Advisory Board at budget preparation time annually. Program recommendations may be formulated at any regular meeting of the Advisory Board by a majority vote of the whole membership, provided that a proposed recommendation had been submitted in writing and circulated to all Advisory Board members at least ten (10) days prior to the voting meeting. It shall be acceptable to make final minor changes at this voting meeting prior to the vote.

ARTICLE IX **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Revised, shall govern the Advisory Board in all cases to which they are applicable and when they are not superseded by state or county laws, these Bylaws, or any special rules of order adopted by the Advisory Board.

ARTICLE X **AMENDMENTS**

Recommendations to amend these Bylaws may occur at any regular meeting of the Advisory Board by a two-thirds vote of the whole membership of filled positions, provided that the need for the amendment has been discussed at a previous meeting and a draft amendment circulated to all Advisory Board members prior to the voting meeting. Recommendations shall be submitted to the Public Safety Committee of the Tompkins County Legislature for recommendation to the Tompkins County Legislature for approval.

Approved by Res. No. 71 – 4/7/82
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