

## Cayuga County Water Quality Agency By-laws

Approved by the Cayuga County Legislature  
Resolution #462-09, August 25, 2009

### ARTICLE I. NAME

The name of this organization is the CAYUGA COUNTY WATER QUALITY MANAGEMENT AGENCY (Agency) which was created by County Legislative Resolution #445-90 to serve the Cayuga County Legislature in meeting its responsibilities in the management and protection of the County's water resources.

### ARTICLE II. PURPOSE

The Agency advises the Cayuga County Legislature on matters related to water resource management and planning. The Agency is charged with identifying problems, proposing priorities, and promoting the coordination of activities in the management and protection of the County's water resources. More specifically, the Agency is charged with:

- a. Creating and maintaining a comprehensive planning and implementation program for water quality management in Cayuga County.
- b. Coordinating the responsibilities of agencies and watershed associations with interest in water quality management in Cayuga County.
- c. Providing greater public input into the process of water quality management and related programs.
- d. Providing an effective public education program to develop public understanding and support for water quality management in Cayuga County.

### ARTICLE III. RESPONSIBILITIES

1. Annually the Agency will develop a workplan. Each member agency or department will include programs and activities related to water quality with specific measurable objectives, if applicable, in this workplan, which will be prepared no later than March 15th.
2. The Agency will prepare an annual report regarding activities of the Agency no later than February 15th.
3. The Agency will develop a Water Quality Strategy, a document whose purpose is to analyze the status of water quality resources, prioritize issues and concerns, and propose initiatives and programs to address the prioritized water quality issues and concerns throughout the County, and shall periodically review and update the document.

4. The Agency will act as a focal point for citizen input and complaints and direct them to the appropriate department or agency for response.

#### ARTICLE IV. MEMBERS

1. Number.

The Agency shall consist of ten (10) members who shall be officials or representatives of the following, as per County Legislative Resolution #644-07.

- a. Director of Cayuga County Planning and Economic Development or his/her designee
- b. Director of Cayuga County Environmental Health or his/her designee
- c. Director of Cayuga County Parks and Trails or his/her designee
- d. Director of Cayuga County Soil & Water Conservation District or his/her designee
- e. Cayuga County Solid Waste Management Program Administrator or his/her designee
- f. Cayuga County Cooperative Extension Director or his/her designee
- g. Town of Owasco Representative
- h. City of Auburn Representative
- i. Association of the Cayuga Villages Representative
- j. Association of the Cayuga County Towns Representative

The Agency shall include members who represent organizations formed to advocate on behalf of a waterbody in Cayuga County as per County Legislative Resolution #644-07. These representatives must reside in Cayuga County.

Designees must be appointed by their respective member by letter to the Chairman of the Agency.

Representatives from interested regional, state and federal agencies are invited to attend and serve as advisory, non-voting members as per County Legislative Resolution #644-07. These representatives will not be considered in determining the presence of a quorum and their participation does not require formal appointment.

2. Qualifications.

To become a voting member of the Agency, the individual must be appointed to the Agency by the County Legislature.

3. Attendance.

Members or their designees are required to attend more than 50 per cent of all meetings for a six month period unless officially excused by the Chairperson or Vice-Chairperson of the Agency.

4. Terms of Office.

Agency members shall serve until the member resigns, is replaced by a new representative appointed by the County Legislature or is terminated for non-compliance with Article IV Section 3 of these bylaws.

## ARTICLE V. OFFICERS

1. Officers.

The officers of the Agency shall consist of Chairperson and Vice-Chairperson who shall be voting members of the Agency.

2. Chairperson.

The Chairperson shall preside at all meetings of the Agency; prepare an agenda and/or program to cover and complete any business to come before the Agency; call and convene special meetings as required by law or as deemed necessary; designate location of regular meetings; have overall administrative responsibility for discharging functions of the Agency; periodically report to the Agency, and be the Agency's official representative for public statements and dealing with the Cayuga County Legislature. The Chairperson or his/her designee may serve as a member on Standing Committees and Ad Hoc Committees.

3. Vice-Chairperson.

The Vice-Chairperson shall, in the absence of the Chairperson, perform the duties of that officer.

4. Election of Officers.

The Chairperson shall select and appoint a Nomination Committee to nominate officers. The officers shall be elected by ballot to serve for two years and their term of office shall begin at the close of the annual meeting at which they are elected. If there are more than two candidates for any office and no candidate

receives a majority of the votes, there shall be a runoff election between the two candidates holding the most votes.

5. Members of the Agency.

The voting members of the Agency shall have the control and management of the affairs of the Agency and may adopt such rules and regulations for the conduct of their meetings and the management of the Agency as they may deem proper, not inconsistent with law or these bylaws.

## ARTICLE VI. MEETINGS

1. Regular Meetings.

Monthly meetings of the Agency shall be held on the first Thursday of the month or at such time as designated by the Chairperson. Meetings will be held at the Cayuga County Natural Resource Building or such place as may be designated by the Chairperson.

2. Special Meetings.

Special meetings may be held at any time or place, on twenty-four hours notice to each voting member of the Agency. Special meetings may be called by the Chairperson.

3. Annual Meeting.

The first meeting of the calendar year shall be designated as the Annual Meeting.

4. Quorum.

Quorum shall consist of a majority of the Agency voting members or designees.

5. Order of Business.

The order of business for meetings shall be determined by the Chairperson. All meetings shall include role call, establishment of quorum, minutes, old business, new business and adjournment.

6. Parliamentary Authority.

Meetings will be conducted in accordance with Roberts Rules of Order revised.

## ARTICLE VII. COMMITTEES

### 1. Standing Committees.

Standing Committees shall be established by the Agency for specific projects and investigations and whenever a need has been established. The Standing Committee shall consist of members from within the Agency. The Chairperson of the Agency shall designate a Chairperson for the Standing Committee.

### 2. Ad Hoc Committees.

Ad Hoc Committees may be appointed by the Chairperson for a specific purpose and will be dissolved upon completion of their assignment.

## ARTICLE VIII. AMENDMENT OF BYLAWS

Bylaws may be amended at any Agency meeting by a resolution being introduced and passed by a 2/3 vote provided that previous notice for change in the bylaws has been given to each member 30 days in advance of the date of the vote. The modified bylaws must be adopted by resolution by the County Legislature.

## ARTICLE IX. ADMINISTRATION

The administrative work of the Agency shall include, but not be limited to:

1. Maintaining regular contact with the membership and coordination of monthly meetings.
2. Recording and maintaining minutes of all meetings of the Agency.
3. Ensuring that all notices are duly given in accordance with the provisions of the bylaws or as required by law.
4. Providing for the retention and storage of all Agency records.
5. Develop and maintain the Agency website.

This work will be conducted by staff of one of the member agencies at the request of the Agency and subject to approval by their supervisory body.

Legal services shall be provided by the County Attorney. The use of a consulting attorney shall be used only upon recommendation of the County Attorney. The Agency may also contract for expert professional services (upon approval by the Cayuga County Legislature).