

Adopted Bylaws of The Long Island South Shore Estuary Reserve Council

The following rules, procedures and duties of the Long Island South Shore Estuary Reserve Council (Council) were adopted as official bylaws through resolution of the Council dated December 11, 2008.

These bylaws are established as a formal compendium of statute, policies and precedents for operation and responsibility that have evolved and served well over time. It is the view of Council members that challenges typically associated with the management of self-regulating groups like the Council will be best addressed by adherence to its tradition of establishing consensus whenever possible and reference to these operational procedures.

Robert's Rules of Order shall guide all business. When the Council decides that a vote is necessary, the vote will be taken according to Robert's Rules of Order.

NAME:

The official name of the organization shall be the Long Island South Shore Estuary Reserve Council as established by Article 46, Section 962 of the New York Executive Law.

LOCATION:

The principal mailing/contact address of the Council and the location of SSER Office staff as of this date shall be:

Long Island South Shore Estuary Reserve Office
300 Woodcleft Avenue, Suite E
Freeport, NY 11520
(516) 470-BAYS
saser@dos.state.ny.us
www.estuary.cog.ny.us

AUTHORITY:

Article 46 of the New York Executive Law established the Council and its powers and duties.

1. The Council shall assist the State and local governments in developing, implementing and reviewing the effectiveness of a Comprehensive Management Plan (CMP) for the Long Island South Shore Estuary Reserve. The CMP was adopted by the Council on April 12, 2001.

2. Section 964 of Article 46 established that the Council shall consist of 23 voting members representing Reserve state and local governments, non-profit organizations and estuary stakeholder groups.

3. The Council is chaired by the New York State Secretary of State. Voting Council members are appointed as per Section 964 of Article 46. Terms of appointment for elected public officials are concurrent with their terms of office. Elected public officials include the County Executive of the county of Nassau; the County Executive of the county of Suffolk; the Supervisors of the towns of Hempstead, Oyster Bay, Babylon, Islip, Brookhaven and Southampton; and a Mayor, appointed by the conference of mayors, from a village bordering the South Shore Estuary to represent the villages within the South Shore Estuary Reserve. All other members shall serve for a term of four years or thereafter until a successor is appointed. Notification of appointment of successors of members, and/or their designees or alternates must be made in writing to the Director of the South Shore Estuary Reserve Office and the Chair of the Council a minimum of 30 days prior to a scheduled Council meeting.

4. The Superintendent of the National Parks Service Fire Island National Seashore and the commissioners of state agencies represented on the New York Ocean and Great Lakes Ecosystem Conservation Council, including the Departments of Environmental Conservation, Transportation, Agriculture and Markets, Office of Parks Recreation and Historic Preservation, Office of General Services, Energy Research and Development Authority, and Empire State Development Corporation may serve in an ex-officio capacity to advise the Council.

5. Members and Council advisors may specify in writing a designee and/or alternate who will have Council representation privileges in his/her stead.

6. Thirteen (13) voting members shall constitute a quorum. Any action requiring a vote by the Council shall require an affirmative vote of at least a majority of all voting members present at a meeting. As stated in the Open Meetings Law, members may be considered present at a meeting via videoconferencing. The Council will provide videoconferencing capabilities when meeting facilities have videoconferencing available and it is requested in advance by a Council member.

7. The members of the Council shall serve without compensation and shall not be reimbursed for personal expenses.

MEETINGS

Council meetings shall be noticed, convened and conducted by the Chair as necessary with a minimum of two meetings convened per calendar year. The Chair shall set the agenda. Council members may request items to be included on the agenda set by the Chair. Draft meeting minutes shall be recorded, prepared and distributed to Council members for approval by a Secretary appointed by the Chair from staff of the South Shore Estuary

Reserve Office. Approved meeting minutes shall be made available to the public upon request.

ATTENDANCE POLICY

If any member fails to attend two consecutive meetings, the Chair shall notify the designating authority. They shall be requested to formally indicate their intent to serve in the future, or indicate a new designee and/or alternate.

DUTIES OF THE COUNCIL

- 1. To biennially review effectiveness and collect documentation of CMP implementation activities by Reserve Council members and other implementation partners including the State and local governments, and estuary stakeholder organizations.**
- 2. To consider and adopt by vote, revisions and/or amendments to the CMP as necessary. A minimum of one public hearing in Nassau County, and one in Suffolk County on proposed revisions or amendments to the CMP will be conducted within the Reserve prior to Reserve Council adoption. Adopted CMP revisions or amendments shall be provided to the County Executive of the county of Nassau, and the County Executive of the county of Suffolk, each town and village and city located in the Reserve, the Governor and Legislature, and as requested by other interested parties.**
- 3. To identify specific CMP implementation priorities, goals or targets to be addressed in subsequent five year periods considering the advice and recommendations of topic based work/advisory groups established by resolution of the Council, and the Citizens and Technical Advisory Committees established by Section 965 of Article 46 of the Executive Law.**
- 4. To establish and facilitate advisory work groups in addition to and with participation from the established Citizens and Technical advisory committees which shall discuss and prepare recommended strategies for CMP implementation for Council consideration and approval. Such groups shall include appointed voting and advisory committee members of the Council and its standing committees in addition to representatives and estuary stakeholders with demonstrated expertise in the functional areas to be addressed by the group. The recommended CMP implementation strategies proposed by the advisory groups and advisory committees for Council consideration shall be developed by consensus.**
- 5. To annually develop recommended funding priorities to implement recommendations and goals of the CMP.**

TECHNICAL AND ADMINISTRATIVE STAFF SUPPORT

Staff support for the Council, its Citizens and Technical Advisory Committees, advisory groups, programs and activities shall be provided by the South Shore Estuary Reserve Office.

AMENDMENTS

Any proposed amendments to these bylaws shall be provided to the members by the Chair at least 30 days prior to the meeting at which they are proposed to be acted upon. Adoption of bylaws amendments requires an affirmative vote of a minimum of 60% of the voting members.