

**BYLAWS
OF THE COMMISSION ON REAPPORTIONMENT
OF ULSTER COUNTY, NEW YORK**

ARTICLE I

NAME. The name of this organization shall be The Ulster County Commission on Reapportionment (**COR**).

OFFICE OF THE COMMISSION ON REAPPORTIONMENT:

The office of the COR shall be at the Ulster County Office Building located at 244 Fair Street, Kingston, NY 12401. Email contact address is Reapportionment@co.ulster.ny.us .

ARTICLE II

PURPOSE AND RESPONSIBILITIES:

The purpose, function, selection and responsibilities the commissioners of the COR are described in the Ulster County Charter section on Reapportionment, Section C-10.

Article III

OFFICERS:

1. The Chair shall recommend an agenda prior to each meeting that takes into consideration old and new business and related motions and voting. The Chair shall preside at all meetings of the COR, The commissioner in position shall have the authority to execute instruments and documents of a ministerial or procedural nature in line with the bylaws, Charter, and resolutions of the commission.
2. The First Vice Chair shall perform the duties of the Chair in the absence or incapacity of the Chair.
3. The Second Vice Chair shall perform the duties of the Chair in the absence of both the Chair and First Vice Chair.

Article IV

MEETINGS:

1. The Rule of Order for all meetings is the 12th Edition (or more recent edition) of Robert's Rules of Order.
2. Regular Meetings of the COR are held at least monthly (e.g., the second Wednesday of each month at 6 PM).
3. Special Meetings may be called by the Chair (e.g., reviewing submitted redistricting maps to stay ahead of deadlines).
4. A Quorum is four (4) of the seven (7) commissioners.
5. Voting shall be by raised hand, and "yes" or "no" verbal responses. For meetings taking place over video conferencing, commissioners must be visible on camera

for a vote to count. If the result is unclear, a vote will be retaken by roll call. A motion will pass if it wins the majority of votes. (e.g., four out of seven).

6. All business meetings of the COR are subject to the New York Open Meetings Law.

Article V

COMMITTEES:

1. There are no standing committees, but they may be approved by a majority vote of the commissioners.
2. There may be ad hoc committees (e.g., drafting public communications for commission review and approval by the commission, drafting a public guidance document for review and approval by the commission). These may be subject to the Open Meetings Law, and legal guidance should be sought out before commencing.
3. Information gathering for the full commission or learning individual mapping skills are not considered commission committees.

Article VI

AMENDMENTS TO THE BYLAWS: The bylaws of the COR may be amended at a meeting for which at least three days written notice has been previously given to all members of the COR. Amendments require two-thirds majority vote (e.g., 5 out of 7) to pass and become effective immediately.