

Wappinger Creek Watershed Intermunicipal Council  
c/o Cornell Cooperative Extension Dutchess Count  
2715 Route 44, Millbrook, NY 12545



## BYLAWS

### 1) Establishment of the Wappingers Creek Watershed Intermunicipal Council

The formation meeting of the Wappingers Creek Watershed Intermunicipal Council was held on December 1, 2000 and included Town Supervisors and Village Mayors, and/or their appointed designated representatives.

### 2) Name

The name of the Intermunicipal Council shall be – the Wappingers Creek Watershed Intermunicipal Council - abbreviated as the WIC.

### 3) Mission

- a) The mission of the WIC is to cooperatively address common issues that may affect the quality of the watershed.
- b) Some of these common issues include: preventing non-point source pollution to the watershed, the remediation of existing pollution sources, education and information exchange related to watershed issues, the preservation of open space and natural resources, and the expansion of economic activities that are consistent with protecting the watershed environment.

### 4) Membership

- a) Each municipality that includes part of the Wappingers Creek Watershed within its boundaries shall appoint two designated representatives to the WIC. The municipalities are: Towns of Clinton, Fishkill, Hyde Park, LaGrange, Milan, Pine Plains, Pleasant Valley, Poughkeepsie, Stanford, Wappinger and Washington, and the Villages of Millbrook and Wappingers Falls. In addition, the Town of East Fishkill has declared its interest in participating with the WIC and shall appoint two designated representatives to the organization.
- b) WIC designated representatives shall serve until a replacement is appointed.
- c) Ex-Officio, non-voting members of the WIC may be appointed by the WIC Chairperson with the approval of the WIC. These may include at a minimum, representatives of: Cornell Cooperative Extension Dutchess County, Environment Program (CCEDC); Dutchess County Soil and Water Conservation District (DCSWCD); Dutchess County Department of Planning and Development; the

Dutchess County Legislature; DEC/Hudson River Estuary Program (DEC/HREP); and the Institute of Ecosystem Studies (IES).

## 5) Officers

- a) The Officers of the WIC shall be a Chairperson, Vice-Chairperson, a Recording Secretary, and a Treasurer. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the WIC.
- b) An election will be held every two years (on even-numbered years) at the first meeting of the year, for Chairperson, Vice-Chairperson, Recording Secretary, and Treasurer. The officers shall be elected by a vote of the simple majority of the WIC designated representatives.
- c) The Chairperson, Vice-Chairperson, Recording Secretary, and Treasurer shall serve two-year terms.
- d) In the event that elected officers are not elected in the first regular meeting of the election year, a special WIC meeting will be called as soon as is practicable to elect them.
- e) No member shall hold more than one office at a time.

## 6) Duties of Officers

- a) The Chairperson shall preside at all meetings of the WIC. The Chairperson may, with the consent of the WIC, designate special committees to meet a specific need of the WIC and appoint a WIC member to chair such a committee and other members to serve on the committee. The Chairperson shall be an Ex-Officio member of all committees. At each WIC meeting, the Chairperson shall make a report of the work done by, and of the progress of, the WIC.
- b) The Vice-Chairperson shall perform all of the duties and shall assume all responsibilities of the Chairperson in the event of the absence or at the request of the latter.
- c) The Recording Secretary shall keep a record of all the proceedings of the WIC, take charge of all papers and documents, notify members of WIC meetings, and officers of their election.
- d) The Treasurer shall collect and disburse all moneys belonging to the WIC, but no money shall be paid out except by authority of the WIC. The Treasurer shall report at all WIC meetings as to the financial condition of the WIC.

## 7) Meetings

- a) Regular meetings of the WIC, and/or its committees, shall be convened at least quarterly in order to continue to make progress towards mutually-agreed-upon projects and WIC Goals. Meeting notices will be sent out at least fourteen (14) days in advance of meetings to give ample notice. Meetings will be held at the Dutchess County Farm and Home Center in Millbrook unless otherwise noted.

- b) At least once a year, a full meeting of the WIC shall be held with Mayors and Supervisors of WIC municipalities and their designated representatives to present data, reports, and progress towards meeting organizational goals.
- c) Special meetings of the WIC may be held when called for by the WIC Chairperson or Vice Chair.
- d) A quorum consisting of one-half of WIC municipalities present shall be required for the transaction of official business.
- e) All meetings shall conform to the Open Meetings Law (Public Officers Law, Article 7), and there shall be public notice of the meetings placed with local media outlets.

### **8) Committees**

- a) Special committees and/or sub-committees of the WIC may be formed as necessary, such as a Finance Committee, Grants Committee, Program Committee, and/or Advisory Committee.
- b) Such committees shall be appointed by the Chairperson as the WIC shall from time to time deem necessary to carry on the work of the WIC. The Chairperson shall be an Ex-Officio member of all committees.
- c) The WIC will cooperate closely with any Dutchess County Watershed Advisory Committee formed, which may include technical advisors from Vassar College, Marist College, the DEC/Hudson River Estuary Program (HREP), and the Institute of Ecosystem Studies (IES).

### **9) Parliamentary Authority**

- a) The rules contained in the most current edition of *Robert's Rules of Order* shall govern the WIC in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order the WIC may adopt.

### **10) Voting**

- a) Each municipality that is a member of the WIC shall have one vote at WIC meetings. Ex-Officio members or public participants shall not vote.
- b) All designated representatives shall be notified in writing, at least fourteen (14) days prior to the WIC meeting when any item will be voted upon.
- c) A simple majority vote of the voting designated representatives present shall be necessary for the adoption and approval of any proposed action, resolution, or other matter. If a vote results in a tie, the proposal fails.
- d) Any WIC designated representative may request a recorded roll call vote. The results of the roll call vote shall be included in the minutes of the meeting.

## 11) Finance

- a) Any budget for the WIC, including operating costs for office supplies, other administrative support, and educational programs may be covered in part by grants or other monies received and approved by the WIC.
- b) The WIC Treasurer shall be responsible for reporting on any WIC finances at WIC meetings.

## 12) Amendment of Bylaws

- a) The objectives of the WIC specified in article 3 of these bylaws shall not be changed in essence.
- b) These bylaws may be amended at any regular meeting of the WIC by an affirmative vote of at least one-half of the supervisors and mayors, or their designated representatives, present provided the amendment has been submitted in writing to the designated representatives at least fourteen (14) days prior to adoption.
- c) A special meeting may be called by the Chairperson for reviewing and voting on amendments.

## Wappinger Creek Watershed Intermunicipal Council Appointments

### Mission of WIC

The mission of the WIC is to cooperatively address common issues that may affect the quality of the watershed. Some of the issues include; the prevention of point and non-point source pollution to the watershed, the remediation of existing pollution sources, education and information exchange related to watershed issues, the preservation of open space natural resources and the expansion of economic activities that are consistent with protecting the watershed. Some causes of pollution including flooding, erosion and sediment buildup, storm damage, and infrastructure failure will be discussed to arrive at solutions and funding sources to allieviate environmental problems.

### Membership

Each WIC designated municipality can appoint two representatives to the WIC. Each municipality shall have one vote at WIC meetings.

### Duties

Since WIC meetings are open to the public, Village of Millbrook representatives will give WIC meeting notification to the Village Board at its bi-weekly meetings. These meeting dates, times and locations should be posted on the Village website.

Any agenda items that may require a vote should be presented to the Village Board by its Village representatives two weeks or more prior to Quarterly meetings.

After any committee, working group or Quarterly Meeting that occurs on behalf of the WIC, a report of these meetings will be given to the Village Board by its representatives. Official WIC minutes are not available until they are approved at the next Quarterly Meeting.

Appointment Procedures and Length of Terms

WIC Representatives should be appointed annually by the Mayor with the approval of the Village Board. Representatives should be adult Village residents. Village residents who wish to be appointed to the WIC should send a letter of intent to the Mayor for consideration.