

NORTH QUEENSBURY WASTEWATER DISPOSAL DISTRICT 1
ADVISORY BOARD BY-LAWS
Adopted May 27, 2015

MISSION STATEMENT AND OBJECTIVES

It is the mission of the Advisory Board to work with the owners of property located within the District to effectuate, to the extent possible, improvement of any on-site septic systems located within the District so that the systems are functioning at a level that will be the most effective in protecting the water quality of the District. The Advisory Board will also work with other entities to seek grant funding or reduced cost financing to assist with any payments required from property owners to improve any on-site systems. The Board will also work with the Town of Queensbury to coordinate such efforts.

ARTICLE I. MEMBERS

1. Number: The members of the advisory board shall be a minimum of five and no more than eleven.
2. Election: The initial members of the Advisory Board shall be appointed by the Queensbury Town Board. Subsequent members will be elected by the existing members of the Advisory Board.
3. Term of Office. Initially the Advisory Board shall be appointed for terms of one, two or three years with approximately one third of the Board being appointed for each term. All succeeding appointments shall be for a term of three years. Members may serve more than one term.
4. Membership is limited to property owners located within the district and their immediate family members.

ARTICLE II. MEETINGS

1. Annual Meeting. The annual meeting will be held on a Saturday in July of each year.
2. Special Meetings. Special meetings may be called by the Chair of the Board on not less than ten days notice to the members with a minimum of two special meetings per year generally in the spring and fall of each year.
3. Quorum. A quorum of the Board shall be at least 50 % of the voting members.
4. Voting. Each Board member shall have one vote with the exception that if there is more than one Board member for a given property located within the District, then only one vote may be cast.
5. Telephone. Members may participate in meetings by telephone and will be deemed to have attended in person for purposes of voting and establishing a quorum.

ARTICLE III. OFFICERS

1. Officers. The Board shall have the following officers: Chair, Vice-Chair, Secretary and Treasurer.
2. Election of Officers. The Officers shall be elected at the annual meeting.
3. Term. Each Officer shall serve for one year, or until his or her successor is elected. Officers may serve more than one term.

4. Duties.

- A. Chair. The Chair shall be the chief executive officer of the Board, shall preside at all meetings of the Board and shall exercise general supervision over the affairs of the Board.
- B. Vice-Chair. The Vice-Chair shall, in the absence of the Chair, assume all the duties of the Chair and be invested with all the powers of the Chair.
- C. Treasurer. The Treasurer shall be the liaison between the Board and the financial officers of the Town of Queensbury so that the Board can be informed concerning the expenditures of the Town on behalf of the District.
- D. Secretary. The Secretary shall keep a record of the proceedings of all the meetings of the Board, shall keep a record of the membership of the Board and the property owners of the District and shall maintain contact with the Town regarding updating the website with regard to activities of the Board.

ARTICLE IV. BYLAWS

The procedure for amending these Bylaws is as follows:

1. Amendments to bylaws may be presented to the Advisory Board by any property owner located within the district or by any member of the Advisory Board.
2. The Advisory Board will then review the request, make sure that it is in the proper format and will place it on the agenda for the next Special or Annual Meeting of the Board at which time it will be voted upon.
3. The proposed amendment to the Bylaws will be sent to all the members of the Advisory Board at least thirty days before the meeting at which it is to be voted upon.
4. Any amendment to the Bylaws must be approved by a two-thirds vote of the members present any Special or Annual meeting at which a quorum is present.