

Procedure for Assignment of Alternate Members

A LOCAL LAW OF THE [CITY/VILLAGE/TOWN] OF [NAME OF CITY/VILLAGE/TOWN] PROVIDING FOR THE PROCEDURE FOR ASSIGNMENT OF ALTERNATE MEMBERS OF THE PLANNING BOARD OF THE [CITY/VILLAGE/TOWN] OF [NAME OF CITY/VILLAGE/TOWN]

Be it enacted by the [Governing Body] of the [City/Village/Town] of [name of City/Village/Town] as follows:

Section 1.

Pursuant to the provisions of Local Law [no.] authorizing the [Governing Body] of the [City/Village/Town] of [name of City/Village/Town] to appoint alternate members to the Planning Board to be assigned by the Chairperson to serve when absence or the conflict of interest of regular members of said Board would otherwise prevent [number] members of said Board from considering any pending matter, such alternate members shall be designated on a rotating basis in the following manner:

A. After the [City/Village/Town] Board at its annual organizational meeting shall designate the alternate members to serve that year, the names of such alternate members shall be placed in alphabetical order by the Secretary of the Planning Board.

B. Thereafter should a situation arise when less than [number] of members are present at any meeting of the Board, the Chairperson shall assign in alphabetic order one or more alternate members present at said meeting (but not more than two such alternate members) when absence or conflict of regular members of the Board shall occur.

C. Should such situation arise at any further meeting of the Board, the Chairperson shall assign in alphabetic order commencing with the next name of such members in said such alphabetic order (but not more than two such members) who is present at said meeting when absence or conflict of regular members of the Board shall occur.

Section 2.

All Ordinances, Local Laws and parts thereof inconsistent with the Local Law are hereby repealed.

Section 3.

This Local Law shall take effect immediately.