

**JOINT PLANNING BOARD FOR THE TOWN
AND VILLAGE OF GREENWICH BY-LAWS**

(As amended, 03/19/2026)

WHEREAS, it is desirable for the Joint Planning Board for the Town and Village of Greenwich, New York to be governed by rules for the efficient and proper administration of its affairs, it is

THEREFORE, DULY RESOLVED that the following rules are hereby adopted as the By-Laws of the Joint Planning Board for the Town and Village of Greenwich, New York.

MEETINGS

All meetings shall comply with the latest *Consolidated Laws of New York, Chapter 47 Public Officers, Article 7 Open Meetings Law.*

Section 1. Annual Organizational Meetings:

The annual organizational meeting of the Planning Board shall be held on the first regular meeting in the month of January of each year hereafter. Such meeting shall be devoted to the election of officers, committees, and setting a regular meeting schedule for the ensuing year and such other business as shall be scheduled by the Planning Board.

Section 2. Regular Meetings:

Regular Planning Board Meetings shall be held in the Town Office Building at 2 Academy Street, Greenwich, NY or at such other locations as may be designated by this Planning Board, from time to time, upon proper notice to the public.

Section 3. Special Meetings:

Special Meetings, and/or work meetings may be deemed necessary by the chair from time to time and will be scheduled to the extent practicable and in compliance with the Open Meetings Law.

Section 4. Video Conferencing:

The Planning Board may, in its discretion, use videoconferencing to conduct its meetings pursuant to the requirements of article *103-a, Videoconferencing by public bodies* of the Open Meetings Law.

Section 5. Quorum:

At any meeting of the Planning Board, a quorum shall consist of a majority of the entire

membership of the board. No action shall be taken in the absence of a quorum, except that those members present shall be entitled to call a special meeting at a subsequent date.

Section 6. Voting:

At all meetings of the Planning Board, each regular member properly appointed and attending shall be entitled to cast one vote. Voting shall be by voice. In the event that any member present shall have an interest as described in section 809 of the general municipal law before the Planning Board, he or she shall be disqualified from voting upon the matter and the Clerk shall so record in the minutes that no vote was cast by such member. A majority vote of the entire membership of the Board shall be necessary for the adoption of any proposed action, resolution or other voting matter.

A. Participation of Alternate members.

- i.** Alternate members may participate in board discussions but may vote only when serving in place of an absent regular member.
- ii.** The alternate member shall serve as a voting member when any regular member is absent, unable to participate due to a conflict of interest, or when a vacancy exists pending appointment of a replacement.

A. At any regular meeting of the Planning Board, the following shall be the regular order of business:

- i.** Roll Call
- ii.** Reading of minutes of the preceding meetings and approval
- iii.** Communications
- iv.** Reports and action on old business
- v.** New business
- vi.** Adjournment

B. Each formal action of the Planning Board required by law, rule or regulation shall be embodied in a formal resolution duly entered in full upon the Minute Book after an affirmation vote as provided in Section 5 hereof. Each resolution so adopted shall specifically authorize, if necessary, the use and imprint of the official signature of the Planning Board as hereinafter defined and such official signature shall not be used unless so authorized.

Section 8. Rules of Procedure:

All meetings of the Planning Board shall be conducted, to the greatest extent practicable, in accordance with the practices set forth in Town Law § 63 by the Greenwich Town Board on April 12th, 2022 (or Village law, where applicable) Whereas Town Law § 63 refers to the "Supervisor," "Chairman" shall be referred to instead when pertaining to the proceedings of the Planning Board.

Section 9. Annual Training

All Planning Board members shall complete mandatory annual training as required in ***New York Town Law 271***.

OFFICERS

Section 10. Officers:

The officers of the Planning Board shall consist of a Chairman, and a Vice-Chairman, each of whom shall serve for a term of one year.

Section 11. Election and Appointments of Officers:

The Chairperson of the Joint Planning Board shall be jointly appointed by both the Town Board and Village Board of Trustees.

The Vice-Chairperson of the Planning Board shall be elected for the ensuing year at the annual meeting of the Planning Board. In the event the Clerk shall be absent from any meeting, the officer presiding shall designate another member of the Planning Board to act pro-tern in place of the Clerk.

Section 12. Duties of Officers:

The duties and power of the officers of the Planning Board shall be as follows:

Chairman:

- a. To preside over all meetings of the Planning Board.
- b. To call special meetings of the Planning Board in accordance with these By-Laws.
- c. To sign, together with the Clerk, all official documents of this Planning Board in accordance with the requirements of these By-Laws.
- d. To see that all reports, documents and actions of the Planning Board are properly made, executed, filed or taken as the case may be, in accordance with the law and the action and regulations of the Planning Board.

Vice-Chairman:

During the absence, disability or disqualification of the Chairman, the Vice-Chairman shall exercise or perform all the duties of and be subject to all the responsibilities of the Chairman.

Clerk:

- a. To keep the minutes of all meetings of the Planning Board in an appropriate Minute Book.
- b. To give or serve all notices required by law or by these By-Laws.
- c. To be custodian of the records of the Planning Board.
- d. To attend to all the official correspondence of the Planning Board.
- e. To lay before the Planning Board at its meetings all official correspondence received by the Clerk relating to the business of the Planning Board.
- f. To affix to any official document of this Planning Board the official signature thereof whenever the same shall be required by law or the regulations of the Planning Board, such action to be taken, however, only after such action shall have been authorized by an affirmative vote of the Planning Board.
- g. The Clerk shall be a non-voting member of the board.

Section 13. Vacancies:

Should any vacancy occur among the members of this Planning Board by reason of death, resignation, disability or otherwise, immediate notice thereof shall be given to the Clerk of the Municipality by the Clerk of the Planning Board. Should such a vacancy occur among the officers of the planning Board, the vacancy shall be filled by election at the next regular meeting of this Planning Board, the officer so elected to serve the unexpired term of the office in which such vacancy shall occur.

OFFICIAL SIGNATURE

Section 14. Official Signature:

The official signature of the Planning Board shall be endorsed upon all papers and documents requiring the same by reason of the requirements of law or the rules and regulation of the Planning Board. Such signature shall be endorsed upon such papers only pursuant to the direction of the Planning Board embodied in a resolution so directing, and shall be personally signed by the Chairman or the Clerk. In form, the official signature shall be as follows:

“Approval of {Subdivision, SPR, SUP, or PUD) number _____ of the Joint Planning Board for the Town and Village of Greenwich, New York, is herewith granted on the ____ day of _____, 20____ and is subject to all requirements and conditions of said motion. Any change, erasure, modification or revision of the Plat as approved, shall void this approval.”

Signed this ____ day of _____, 20____,
by _____, Chairman
or _____, Clerk.

This may be updated or modified as needed with the approval of the Planning Board.

AMENDMENTS

Section 15. Amending By-Laws:

These By-Laws may be amended at any meeting or special meeting of the Planning Board. Meeting notice shall be in writing, shall contain a precise description of the change proposed in said By-Laws and shall be given to each member at least five days prior to the meeting.

ATTENDANCE

Section 16. Attendance:

All planning board members are expected to be present at each meeting of the Planning Board, unless advance notice of an expected absence is given to the Chairman or Clerk. Should a Planning Board member be absent without such notification for three consecutive Planning Board meetings, this will be construed to be an automatic offer to resign from the Planning Board by the absent member. This automatic offer to resign may be accepted by the Planning Board as the resignation of the absent member given as per Section 13.

Upon motion, duly made by

Signature _____ And seconded by

Signature _____

The resolution set forth above was duly approved by the following

votes: Aye: Nay: