SECTION ONE
BOARD OF TRUSTEES – BY LAWS

I.5 Meetings of the Board of Trustees

Regular Meetings

A regular meeting of the Board of Trustees shall be held once each month or as needed, at such place within the County of Oneida, and at such time and upon such notice, if any, as the Board may by resolution from time to time determine; provided, however, that in the case of any particular regular meeting the Chair may fix a different place in the County of Oneida, or a different time, or both, for the meeting by written notice (including email) mailed to each member of the Board at their address as it last appears in the records of the President's Office at least 72 hours prior to the meeting, or by notice given by telephone to each member of the Board at least 24 hours before the meeting, in which case the meeting shall be held at the time and/or place specified by such notice.

Special Meetings

A special meeting of the Board may be held at any place in the State of New York and at any time upon the call of the Chair, or of at least four members of the Board, upon written notice (including email) mailed to each member of the Board at their address as it last appears in the records of the President's Office not less than 72 hours prior to the meeting, or upon notice given by telephone to each member of the Board at least 48 hours prior to the meeting, if the meeting is to be held outside the County of Oneida, or upon notice given by telephone to each member of the Board at least 24 hours prior to the meeting if the meeting is to be held in the County of Oneida.

Minutes of Meetings

The Secretary shall attend all meetings of the Board, unless otherwise directed by the Board, and shall prepare the minutes of the meeting. In the absence of the Secretary at any particular meeting, the President or designee shall prepare the minutes, and in the absence of both, the Board shall appoint a secretary pro tempore.

Open Meetings

All regular and special meetings of the Board shall be open to the public. The Board may, by majority vote of those present, when it deems the business at hand so to warrant, go into Executive Session which shall include only those invited by the Board and to consider only those matters allowable under the Open Meetings Law in NYS. Any action taken by the Board in Executive Session shall become a matter of record.

(Revised: October 17, 2011)