**Town of Shandaken**

10/8/2025

The town of Shandaken created alternate positions for the Planning Board and Zoning Board of Appeals in 2025. Outside of statute, these positions fall under the bylaws of each board. The attached constitutes recommended bylaws for board alternates.

Recommended Bylaws for Alternates

1. Alternates are expected to attend all meetings.   Alternates are required to complete the same four hours of training each year like any other general member and supply proof of that training to the town clerk.  In meetings, alternates are entitled to ask questions, engage in discussion, and receive/view any documents like any other general member. Alternates should be included in the roll call as alternate members.
2. Unless designated as an acting substitute, alternates do not count for the purpose of quorum.  They may not vote for minutes and they may not vote on or make any formal motions.
3. If a general member indicates a conflict of interest to the chair, the chair shall designate an alternate member to act as acting substitute for the purposes of voting on that project only.  The acting substitute does count for quorum in regards to votes or motions pertaining to that specifically designated project.
4. If a general member indicates a long term absence to the chair, or a general member is absent two or more meetings consecutively, the chair shall designate an alternate member as an acting substitute for the duration of the absence.  When an alternate member has been designated as an acting substitute, they count for quorum, are eligible to vote for minutes, and have full voting rights during any meeting in which they remain designated as an acting substitute.
5. In all circumstances, an alternate member has no voting rights until they are designated as an acting substitute by the chair (or acting chair as may be the case).  This designation may be on a month by month basis, and shall be made (or re-affirmed) at the beginning of each meeting during which an alternate member shall serve as an acting substitute, or at the beginning of an individual project discussion in the case of a general member's reported conflict of interest.
6. When a board has multiple alternates, the Chair shall choose between them on a rotating basis per circumstance.  (Ex.  One alternate might be chosen to fill the duration of one general member’s absence.  There’s no expectation that you’d switch between alternates monthly - but the next time a member is absent or has a conflict of interest, you’d customarily choose the previously unused alternate).