

Tompkins County
Public Information Advisory Board (PIAB) Bylaws
Adopted 12/12/23

Article 1. Purpose

The Public Information Advisory Board (PIAB) shall advise the Communications Director and the County Legislature on effective ways to disseminate information and encourage meaningful public involvement in county issues and activities. The board shall be committed to transparency in government.

Article 2. Membership

1. Members shall be appointed by the Tompkins County Legislature through a process outlined in Administrative Policy 08-26 – “Advisory Boards and Advisory Committees appointed by the Tompkins County Legislature.”
2. The Board shall be composed of seven (7) At-Large members with diverse backgrounds, and knowledge and experience in public information or media and community relations. There are no term limits, but board members must reapply for appointment every three years.
3. There shall be a County Legislator assigned as a non-voting liaison to the PIAB.
4. The Tompkins County Communications Director serves as ex-officio, non-voting member of the board.

Article 3. Officers

1. The PIAB will annually elect a Chair, Vice Chair, and Secretary. Each may serve a maximum of two one-year terms. A former officer may return to the position after at least one year.
2. The Chair presides over meetings and serves as the primary spokesperson for the group. The Vice-Chair serves in these roles in the Chair’s absence. The Secretary schedules meetings and record and distributes minutes.

Article 4. Meetings

1. Meetings must be held at a minimum six times per year.
2. A quorum is necessary for any decision and consists of four members.
3. The Board shall operate on the basis of consensus, meaning agreement by all that a particular course of action is best. However, a vote may be held on any action or decision at the request of any member.
4. Amendments to these bylaws may be accepted by consensus or by a vote at the request of any member. Amendments must be approved by the County Legislature.

5. Robert's Rules of Order, latest edition, will be the authority on all questions of parliamentary procedure not provided for in these bylaws or superseded by State and County laws.
6. Meetings are open to the public. The Board shall follow NYS Open Meetings Law.
7. The Communications Director, the County Legislature Liaison, or the PIAB Chair or designee may report to, or represent the Board at meetings of the County Legislature or one of its committees.