

# *Town of Canandaigua*

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*Established 1789*

## **AGRICULTURAL ADVISORY COMMITTEE**

### **2023 RULES OF PROCEDURE**

**Adopted March 9, 2023**

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#### ORGANIZATION MEETING

1. The Organization Meeting of the Agricultural Advisory Committee shall be held in January of each year.
2. The Chair of the Agricultural Advisory Committee shall provide at least one week notice of the date, time, and place of the Organization Meeting to each member of the Committee, and public notice in accordance with the New York Open Meetings Law.
3. The order of business for the Organization Meeting shall be:
  - a. Acknowledgement of the Chairperson appointed by the Town Board
  - b. Election of the Vice Chairperson
  - c. Designation of the Recording Secretary
  - d. Establish the date(s) and time(s) for regular meetings for each month of the calendar year.
  - e. Adopt Rules of Procedure by majority vote which may be altered after the Organizational Meeting also by majority vote.

#### MEETING AGENDAS

1. Any Member of the Agricultural Advisory Committee and any Town official wishing to have an item included on a Committee Meeting agenda must deliver the item, in written form, to the Town of Canandaigua Development Office ten (10) calendar days prior to the scheduled meeting, or at the Chairperson's discretion, in order to have it included on the agenda. The Chairperson shall

have the final decision on inclusion of items on the agenda.

### MEETING SCHEDULE

1. Committee meetings shall be held the second Thursday of each month. The fourth Thursday of the month shall be reserved for an additional meeting if needed. The Chair may call the additional meeting with the concurrence of the majority of the Committee.
2. All meetings shall convene at 6:00 p.m.
3. The foregoing meeting dates and times may be amended, including cancellation of a meeting, by the Committee as needed.
4. Public notice of all meetings shall be made in accordance with NYS Law and Town Code requirements.

### ETHICS

1. Rules of ethical conduct for Committee Members are governed by Chapter 21 of the Town Code.

### PRIVILEGE OF THE FLOOR

1. Any person, upon request, may address the Committee during a meeting on a matter of public concern that does not otherwise appear on the agenda for that meeting. The time allotted for addressing the Committee shall be limited to five (5) minutes unless the Chair grants approval for additional time.

### ORDER OF BUSINESS

1. At each regular meeting the order of business shall be:
  - a. Call to Order by the Chair
  - b. Introductions of Committee/Staff/Guests by the Chair
  - c. Approval of the Minutes
  - d. Privilege of the Floor
  - e. Report of the Development Office
  - f. Referrals from the Town Board Ordinance Committee or Town Board
  - g. Referrals from the Planning Board, Zoning Board of Appeals, or Environmental Conservation Board
  - h. Referrals from the Planning Review Committee
  - i. Old Business
  - j. New Business

k. Member Reports

l. Adjournment

2. The Chairperson shall preserve order and decorum and shall decide all questions of order.
3. Before or during a meeting, the Chairperson may adjust the Order of Business to better use the time of the Committee, Staff, and/or Invited Attendees.
4. The Vice Chair will assume the responsibilities and authority of the Chair when acting in the absence of the Committee Chairperson.

### MOTIONS AND RESOLUTIONS

1. No motion shall be stated, discussed, or put, unless it is seconded.
2. If any question under discussion contains several distinct propositions, any Member may have the same divided.
3. All questions of order not covered by these Rules of Procedure shall be decided based on the provisions of *Robert's Rules of Order*.
4. A motion to adjourn shall always be in order and decided without debate.
5. Three (3) Ayes are required to pass the question, in accordance with New York State General Construction Law.
6. Three (3) Members present, and voting shall be considered a quorum.

### MINUTES

1. The Secretary shall take the minutes of every meeting.
2. The stated motion or resolution, the name of the Member offering a motion or resolution, and the name of the Member seconding shall be recorded.
3. It will be recorded whether or not a discussion ensued.
4. If requested by any Member, the essential points of the discussion will be recorded in a few short sentences.
5. The Ayes and Nays upon any question shall be recorded.

