

TOWN OF CAMBRIA COMPREHENSIVE PLAN COMMITTEE

Internal Rules and Regulations

The following rules and regulations are intended to operate as guidelines to provide for the efficient operation of the Comprehensive Plan Committee. They are to be followed in the spirit in which they are written, rather than to be strictly and rigidly applied.

I. Purpose: The Town of Cambria Comprehensive Plan Committee seeks to promulgate its own rules and regulations as to the form and procedures of its proceedings in the discharge of its duties. These procedures are intended to advance those purposes.

II. Jurisdiction: The Town of Cambria Comprehensive Plan Committee has been created by the Town Board for the purpose of advising the Town Board as to how to best implement the Town's Comprehensive Plan, anticipate the Town's zoning and planning needs and manage its zoning and planning future. It shall consider and investigate such items, issues and policy considerations as are referred to it by the Town Board and shall render written advisory opinions to the Town Board as requested. The Committee is not an independent authority, but rather a resource for the Town Board to call upon which plays an essential role in local government by providing counseling and advice regarding specific Comprehensive Plan, planning and/or zoning issues. The Town Board shall ultimately consider whether or not to accept such recommendations provided to it by the Committee.

III. Scope of Authority:

- i. The Comprehensive Plan Committee shall have no independent authority, except such authority as granted to it in the Town Board Resolution creating the Committee, which said authority shall be strictly limited to that which is explicitly given in said Resolution.
- ii. The scope of what business may be conducted by the Committee shall be determined by the Town Board Resolution which refers a particular matter to the Committee.

IV. Duties: The primary duties of the Comprehensive Plan Committee are:

- i. To issue written advisory opinions to the Town Board relative to the various items, issues and policy considerations referred by the Board to the Committee; and
- ii. To duly hold such meetings as may be necessary to properly discuss, investigate and consider the various items, issues and policy considerations as are referred to it by the Town Board and to properly document the proceedings at all such meetings for the purposes of establishing a complete and accurate record of same.

V. Officers: The Chairperson and the Secretary shall be selected by a majority vote of the Committee members at the first meeting of each calendar year and shall serve through the end of said calendar year. Each officer shall have the following responsibilities:

i. Chairperson: The Chairperson shall preside over meetings. In the absence of the Chairperson, the Secretary shall serve as acting Chairperson for the duration of that particular meeting. The Chairperson is the only member authorized to speak on behalf of the Committee and all formal communications on behalf of the Committee shall be through the Chairperson, with the Chairperson striving to seek consensus of the Committee prior to speaking on behalf of the entire Committee. The Chairperson shall seek to keep the Committee on task, ensure issues and differences of opinion are addressed with civility and keep the Committee focused on problem-solving and decision-making.

ii. Secretary: The Secretary shall prepare and distribute minutes of the previous meeting, record the data, information, discussions and decisions at the current meeting and set next steps, benchmark dates and items to be placed on the next agenda. The Secretary shall develop the proposed agenda for each meeting.

VI. Quorum: A quorum shall be three voting members of the Comprehensive Plan Committee. In the absence of a quorum, the meeting must disband and no deliberation or votes can be taken.

VII. Committee Action: Unless otherwise provided herein, an affirmative vote of three members shall be required to approve any action. Provided, however, that actions may be taken between meetings by the Chair, upon such consultation with the Committee members as the Chair deems appropriate under the circumstances, with respect to scheduling and procedural matters and upon requests under the Freedom of Information Law. All such actions taken regarding scheduling and procedural matters shall be stated at the next meeting.

VIII. Rules of Order: For procedures not explicitly covered herein, the guidance set forth in *Robert's Rule of Order for Small Organizations* shall govern.

IX. Meetings:

i. Frequency: The Comprehensive Plan Committee shall hold monthly meetings if specific business is pending. If no business is pending, the Comprehensive Plan Committee may vote to cancel a particular month's meeting.

ii. Time: Meetings may be scheduled between 1:00 p.m. and 8:00 p.m. At least one meeting per year shall be held in the evening hours, between 6:00 p.m. and 8:00 p.m.

iii. Location: Meetings shall be held at the Cambria Town Hall or at such other Town Facility as may be made available by the Town Board.

- iv. Scheduling: The next meeting shall be scheduled at the end of each meeting. In the event it becomes necessary to schedule a meeting prior to the next scheduled meeting, such meeting may be called by the Chair, or by any three members of the Committee acting in concert. If it is necessary to reschedule a meeting by reason of inclement weather, unavailability of the meeting site, at the request of three or more of the Board members, lack of a quorum or in the interests of the general public, the Chair or acting Chair may cancel or adjourn the meeting unless three other members of the Board decide that the meeting should be held at the previously scheduled date and time.
- v. Announcement: The date, time, location and proposed agenda of each meeting shall be posted on the Town of Cambria's website at least 72 hours in advance of the meeting.
- vi. Minutes: Unless otherwise required by law, within a reasonable period of time, the Secretary shall file with the Town Clerk the approved minutes of each meeting. It is expected that the Town Clerk shall post the approved minutes on the Town website as soon as practical after receipt. Minutes shall not disclose any confidential information.
- vii. Agenda: Each meeting's agenda shall be developed based upon the items agreed to at the previous meeting, items proposed by members of the Committee and new business concerning matters raised with or referred to the Committee by the Town Board since the previous meeting. One of the first items of business at each meeting shall be the acceptance or modification of the proposed agenda.
- viii. Public Participation: As the Comprehensive Plan Committee is a volunteer advisory committee whose sole function and authorization is to render advisory opinions and recommendations to the Town Board, it is not subject to the provisions of New York State's Open Meetings Law. However, each meeting may, in the discretion of the Committee and advertised in the meeting's proposed agenda, open with a brief (5-10 minute) portion devoted to public comments regarding matters on the agenda, with each member of the public allotted three minutes to speak. A member of the public will not be allowed to comment until recognized by the Chairperson. Committee members are not required to respond to any comments or questions posed by any member of the public unless a member of the Committee feels a response is warranted. Public comment is subject to the necessary rule of avoiding excessive repetition, obstructionism or personal attacks. The Chairperson or a majority of the members present may rule that a speaker

is out of order. The public comment portion shall be extended or closed at the Chairperson's discretion. Thereafter, the public may observe such other portions of meetings as determined and authorized by a majority vote of the Committee.

X. Compensation: The members of the Comprehensive Plan Committee shall serve without compensation. The Town Board may authorize committee members to be reimbursed for pre-approved out-of-pocket expenses incurred by members in the course of performing their duties, provided such reimbursement is consistent with policies of reimbursement of expenses applicable generally to Town employees and appropriation for such expenses are made by the Town Board.

XI. Discipline and Removal: All Committee members serve at the pleasure of the Town Board and may be suspended and/or removed from the Committee or from any office thereof, by Resolution, for any reason, including but not limited to misconduct and/or if, in the estimation of the Town Board, a committee member's continued service on the Committee is detrimental to the function of the Committee as a whole or frustrates the purpose for which the Committee was established.

XII. Removal for Non-Attendance: Notwithstanding the provisions for removal a member for cause, the failure of a member to attend three meetings within a six-month period, without an accepted reason by majority vote of the Committee, shall be reported to the Town Board with a recommendation that such member be removed.

XIII. Advisory Opinions: Within a reasonable time following the provision of a written advisory opinion to the Town Board, arrangements shall be made for the text of the opinion to be posted on the Town's website.

XIV. Town Board Liaison: The Town Board liaison shall be an ex-officio member of the Committee, and shall observe the meetings, as necessary, and shall have a voice in the proceedings, but shall not have a vote. They shall communicate to the Committee any directions or priorities for the Committee established by the Town Board and it is the responsibility of the liaison to ensure that the Committee follows the direction intended by the Town Board. The liaison shall informally report back to the Town Board after each meeting attended.

XV. Amendments to the Comprehensive Plan Committee's Internal Rules and Regulations: These internal rules and regulations are subject to change by a majority vote of the Committee at any time, and from time to time.