

**TOWN OF DRYDEN, NEW YORK
CONSERVATION BOARD RULES AND PROCEDURES**

SECTION 1. BACKGROUND:

- A. Town of Dryden Local Law No. 4 of the year 2000 created the Conservation Advisory Council (CAC).
- B. Local Law No. 1 of the year 2004 designated the CAC as the Town of Dryden Conservation Board (herein “Board”). These Local Laws provide that the Board shall: “Adopt rules and procedures for its meeting and matters referred to it.”
- C. The Conservation Board consists of nine members, appointed by the Town Board. The term of appointment is for three years. Persons residing within the Town of Dryden, who are interested in the improvement and preservation of environmental quality, are eligible for appointment as members of the Conservation Board. Vacancies on the Board are filled in the same manner as the original appointment. The Chair of the Board is appointed annually by the Town Board.

SECTION 2. SHORT TITLE:

The following shall be known as the rules and procedures of the Conservation Board of the Town of Dryden, New York.

SECTION 3. OFFICERS, MEETINGS, AND COMMITTEES:

- A. Officers
 - 1. Chair: The Town Board shall appoint the Chair of the Board. At the January meeting, the Board shall recommend a Chair to serve for the ensuing year. The meeting at which the Chair is recommended shall be chaired by the incumbent Chair. In selecting nominees for the Chair, each member of the Board shall have one (1) vote, which vote shall be by paper ballot. A majority of the entire Board shall be sufficient to recommend a Chair to the Town Board. The recommendation of a Chair by the Board is not binding upon the Town Board. The failure of the Board to recommend a Chair shall have no effect on the appointment of one by the Town Board.
 - 2. Vice-chairs: The Chair shall designate from the members of the Board the First and Second Vice-chairs, subject to the approval by the Board by majority vote of the entire Board, which shall be by paper ballot.
- B. Secretary: The Secretary shall be appointed by the Town Board from the staff of the Town of Dryden. The Secretary shall not be a member of the Board.

C. Duties of the Officers

1. Chair: The Chair shall preside at all meetings of the Board, and conduct all meetings in an efficient, focused, and business-like manner. In a timely manner, the Chair shall provide the members of the Board with an agenda and any necessary information before each scheduled meeting of the Board. The Chair shall be an *ex-officio*, non-voting member of any committee of the Board. The Chair is responsible for review of all reports and studies of the committees of the Board. The Chair must sign all memoranda and reports submitted by the Board to the Town Board or to any other agency, official, or board of the town, county, state and federal governments, and shall sign all correspondence. Likewise, the Chair, in consultation with the entire Board, must review and approve any news releases sent to the news media. The Chair shall approve all authorized expenditures of the Board within the appropriations of the Board's budget. The Chair shall prepare and furnish budget and financial statements on a quarterly basis to all members of the Board and Town Board. The Chair shall appoint a budget committee to draw up a proposed annual budget request.
2. Vice-chairs: The First Vice-chair shall, in the absence of the Chair, carry on the duties of the Chair. In the absence of the Chair and the First Vice-chair, the Second Vice-chair will carry on the duties of the Chair. Either the First or Second Vice-chair may be called upon to record minutes of meetings in the absence of the Secretary.

D. Duties of the Secretary: The Secretary shall issue all notices of meetings of the Board and prepare such correspondence as the Chair may request. The Secretary may assist the Chair in the preparing any financial statements. The Secretary shall keep minutes of the meetings of the Board, with the text of every motion and the vote thereon. Following the meeting the minutes shall be furnished to the Board before its next meeting. The minutes shall show the names of persons appointed to Board committees. In the absence of the Secretary, the First Vice-chair or Second Vice-chair, as the case may be, shall be responsible for keeping the minutes of the meeting and distributing those minutes to the Board before its next meeting.

E. Meetings: There shall be at least twelve (12) meetings each year of the Board. Meetings shall be called for conducting such business as the Chair or a majority of the members deem necessary. Special meetings of the Board may be called at any time at the pleasure of the Chair or a majority of the Board. A quorum of the Board shall be a majority of the total members of the Board. A vote of a majority of the entire Board shall be required for the adoption of any motion.

F. Committees: The Chair may establish such committees as are necessary to carry out the purposes of the Board. The committees shall report to the Board, at each regular meeting, their activities and accomplishments since the last report. Committees have no right to incur debt or bind the Board in any matter, unless previously authorized by the Chair.

- G. Attendance at Meetings: Members of the Board are expected to attend all regularly scheduled meetings and all specially scheduled meetings. In the event that a member is absent from three (3) consecutive, regularly scheduled meetings, or in the event a member is absent from five (5) meetings within any one (1) calendar year, then such member may be removed from the Board, as provided by Town of Dryden Local Law No. 1 of the year 2002.

SECTION 4. CODE OF ETHICS:

Board members are bound by the Code of Ethics of the Town of Dryden, adopted December 1970, and amended September 1990.

SECTION 5. MEETING RULES:

The order of business and parliamentary procedures shall follow *Robert's Rules of Order*, latest edition, including, but not limited to, formal motions and votes of the Board, except as provided in these rules and procedures.

SECTION 6. POWERS AND DUTIES OF THE CONSERVATION BOARD:

The powers and duties of the Board shall be to carry out the intent and the purposes of the New York General Municipal Law Sections 239x and 239y, and Town of Dryden Local Law No. 4 of the year 2000, and Local Law No. 1 of the year 2004. Where a conflict exists between the Local laws and the General Municipal Law, the provisions of the Local Laws shall control.

SECTION 7. EFFECTIVE DATE:

These rules and procedures shall take effect immediately upon approval by the Town Board.

Approved by the Dryden Town Board on February 16, 2012.