

TOWN OF DRYDEN, NEW YORK
AGRICULTURAL ADVISORY COMMITTEE RULES AND PROCEDURES

SECTION 1. BACKGROUND:

- A. Town of Dryden Resolution #48 on February 21, 2013 created the Agriculture Advisory Committee.
- B. The Committee shall be composed of six voting members, serving three-year terms, appointed by the Town Board as follows:
 - 1. Six members of the Town of Dryden's agricultural community, actively earning income from agriculture or agricultural related enterprises.
 - 2. One member from the Town Planning Board and one member from the Town Conservation Board, and one member of the Town Board shall serve as non-voting ex officio members.
 - 3. The Town Board shall designate the Chairperson of the Committee yearly.
 - 4. Vacancies are filled by appointment by the Town Board. Interested community members meeting the required criteria will complete the Volunteer Board Application and submit to the Town Clerk. Applications will be reviewed by the Agricultural Advisory Committee; applicants may be asked to attend a meeting of the Agricultural Advisory Committee to discuss their interest and experience. The Agricultural Advisory Committee will then nominate and approve a recommendation to the Town Board to fill vacancies. The committee's recommendation is not binding on the Town Board. Vacancies occurring mid-term will be filled in the same manner, with an appointment to fill out the remainder of the term.
 - 5. The Agricultural Advisory Committee may approve non-voting liaisons from other agricultural agencies or organizations.
 - 6. The Agricultural Advisory Committee may approve non-voting associate members who meet the membership criteria.

SECTION 2. SHORT TITLE:

The following shall be known as the rules and procedures of the Agriculture Advisory Committee 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 Committee. At the December meeting of the Committee, the membership will nominate and approve a chair recommendation for the coming year to be forwarded to the Town Board. At the January meeting, the Town Board shall appoint the Committee Chair. The committee's recommendation is not binding on the Town Board. The failure of the

committee to recommend a Chair shall have no effect on the appointment of one by the Town Board.

2. Vice-chair: The Vice-chair shall be elected by the Committee members at the January meeting.
- 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 Committee.
- C. Duties of Officers
1. Chair: The Chair shall preside at all meetings of the Committee, and conduct meetings in an efficient, focused, and business-like manner. In a timely manner, the Chair shall provide members of the Committee with an agenda and any necessary information before each scheduled meeting of the Committee. The Chair must sign all memoranda and reports submitted by the Committee 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 Committee, must review and approve any news releases sent to the news media.
 2. Vice-chair: The Vice-chair shall, in the absence of the Chair, carry on the duties of the Chair. The Vice-chair may be called upon to record minutes of meeting in the absence of the Secretary.
- D. Duties of the Secretary: The Secretary shall issue all notices of meetings of the Committee and prepare such correspondence as the Chair may request. The Secretary shall keep minutes of the meetings of the Committee, with the text of every motion and the vote thereon. Following the meeting the draft minutes shall be furnished to the Committee before its next meeting. In the absence of the Secretary, the Vice-chair shall be responsible for keeping the minutes of the meeting and forwarding them to the Secretary for preparation and distribution to Committee members prior to its next meeting.
- E. Meetings: There shall be at least ten (10) 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 Committee may be called at any time at the pleasure of the Chair or a majority of the Board. A quorum of the Committee shall be three (3) members of the Committee. A vote of the majority of the entire Committee shall be required for the adoption of any motion. 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 Committee, except as provided in these rules and procedures.
- F. Committees: The Chair may establish sub-committees as are necessary to carry out the purposes of the Committee.
- G. Attendance at Meetings: Members of the Committee 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 meetings in any one (1) calendar year, then such member

may be removed from the Committee, as provided by Town of Dryden Local Law No.1 of the year 2002.

SECTION 4. DUTIES OF THE COMMITTEE:

- A. Advise the Town Board and, upon direction from the Town Board, the County Agricultural and Farmland Protection Board, in relation to the proposed establishment, modification, continuation or termination of any county agricultural district. The Committee shall present objective advice to the Town Board relating to the desirability of such action, including advice as to the nature of farming and farm resources within any proposed or established area.
- B. Review of proposed zoning changes or development in county agricultural districts.
 - 1. Whenever a proposed local regulation is presented to the Town Board that may affect agricultural operations within the Town of Dryden, within or contiguous to a county agricultural district or Town agricultural zone, it may be referred to the Committee for review. The Committee shall have 30 days to respond with a recommendation(s) for the actions(s). The Town Board shall not be required to receive a recommendation from the Committee prior to proceeding with any action on the proposed local regulation.
 - 2. The Committee shall present advice relating to the desirability of such action, including advice as to the nature of farming and farm resources within any proposed or established area. This recommendation(s) shall include an objective opinion as to whether the proposed action(s) will have an unreasonable adverse effect, a positive effect, or no effect on the continuing viability of a farm enterprise or enterprises within the county agricultural districts and Town agricultural zones within the Town of Dryden. This recommendation(s) shall be advisory only.
- C. Review proposed county, state and federal legislation affecting agricultural issues and submit the Committee's evaluation of the legislation in question to the appropriate board and/or to the Town Board.
- D. Serve as a vehicle for communication between the agricultural community, the Town Board, and/or the County Agricultural and Farmland Protection Board. Individuals or groups are in no way obligated to communicate with the Town Board via the Committee.
- E. The Commission shall also work with the Town Board, the Dryden business community, and other interested parties, to promote Agriculture and Agriculture related enterprises that are located within the Town of Dryden throughout the State of New York and elsewhere as deemed appropriate.
- F. The Committee shall be subject to the same laws and procedures as the other Town advisory Boards and Commissions. Minutes shall be prepared to the standard required by the Town Clerk and posted pursuant to the requirements established by the Town Board and other applicable law.
- G. Submit to the Town Board an annual report of the activities of the Agricultural Advisory Committee no later than December 31 of each calendar year.

SECTION 5. CODE OF ETHICS:

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

SECTION 6. EFFECTIVE DATE:

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