Town of Canandaigua

5440 Routes 5 & 20 West
Canandaigua, New York 14424

2020 ENVIRONMENTAL CONSERVATION BOARD RULES OF PROCEDURE

APPROVED JANUARY 2, 2020

Extract from the minutes of the Canandaigua Environmental Conservation Board meeting of January 2, 2020:

A motion was made by MS. MARTHALLER, seconded by MS. DAVEY, that the following 2020 Canandaigua Environmental Conservation Board Rules of Procedure be adopted as revised:

TOWN OF CANANDAIGUA
2020 ENVIRONMENTAL CONSERVATION BOARD RULES OF PROCEDURE

ORGANIZATION MEETING

1. The Organization Meeting of the Environmental Conservation Board shall be held in January of each year.

2. The Chair of the Environmental Conservation Board shall provide at least one week notice of the date, time, and place of the Organization Meeting to each member of the Board, and public notice in accordance with the New York Open Meetings Law.

3. The order of business for the Organization Meeting shall be:

    a. Elect a Secretary of the Board.

    b. Elect a Vice-Chair.

    c. Establish the date(s) and time(s) for regular meetings for each month of the calendar year.

    d. Adopt Rules of Procedure by majority vote which may be altered after the Organizational Meeting also by majority vote.

    e. Establish membership of Standing Committees, if any, from among the Members.

COMMITTEES

1. The Board shall establish, by motion, such Standing Committees as deemed necessary to assist the Board in fulfilling its duties.

2. The Chair shall appoint Standing Committee Members from Members of the Board at the Organizational Meeting each year. Each Standing Committee shall have no more than two Board Members among its membership.

3. The Board and its Committees shall in all cases report findings of fact along with their recommendations in a timely manner.

MEETING AGENDAS

1. Any Member of the Environmental Conservation Board and any Town official wishing to have an item included on a Board Meeting agenda must deliver the item, in written form, to the Chairperson ten (10) calendar days prior to the scheduled meeting 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. Board meetings shall be held the first Thursday of each month. The third 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 Board.

2. All meetings shall convene at 4:30 p.m.

3. The foregoing meeting dates and times may be amended, including cancellation of a meeting, by the Board as needed.

4. Public notice of all meetings shall be made in accordance with NYS Law and Town Code requirements.

TRAINING CREDITS

1. A Board member is required to accumulate twelve (12) training-hour credits during the first calendar year of the term. Thereafter, a total of four (4) training-hour credits are required for each member of the Board on a yearly basis. Eligible training credits will be based on the relationship of the training to Environmental Conservation education. Training-hour credits will be awarded to Board Members for their attendance at Environmental Conservation Board-sponsored programs, workshops, public information sessions, and other educational and informative events when those sessions and/or events are con-

ducted by outside speaker(s) who are not members of the Environmental Conservation Board. The Development Office shall keep a record of all training credits for each Board Member.

ETHICS

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

PRIVILEGE OF THE FLOOR

1. Any person, upon request, may address the Board 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 Board 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. Pledge of Allegiance
    c. Introductions of Board/Staff/Guests by the Chair
    d. Approval of the Minutes
    e. Privilege of the Floor
    f. Report of the Development Office
    g. Report of the Standing Committees
    h. Referrals from the Town Board
    i. Referrals from the Planning Review Committee
    j. Old Business
    k. New Business
    l. Member Reports
    m. 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 Board, 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 Board 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. Four (4) Ayes are required to pass the question, in accordance with New York State General Construction Law.

6. Four (4) 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.

6. A copy of approved minutes will be filed with the Town Clerk in accordance with state law.

7. A Member of the Board shall be eligible to vote upon the Environmental Conservation Board minutes only when he or she was present for the subject meeting.

ANNUAL REPORT

1. An Annual Report of the work of the Board during the current year shall be due to the Town Board each year in the month of December.

EFFECTIVE DATE

1. All adopted Rules of Procedure shall become effective upon filing in the Office of the Canandaigua Town Clerk and shall remain in effect until further amended by the Environmental Conservation Board.

Following discussion thereon, the following vote was taken and recorded in the Official Minutes of the Canandaigua Environmental Conservation Board:

Justin Damann	Aye
Edith Davey	Aye
Kimberly Foreman	Excused
Saralinda Hooker	Aye
Joyce Marthaller	Aye
Pat Venezia	Excused
One vacant position	—

Motion carried.

I, John M. Robortella, Secretary of the Board, do hereby certify to the above resolution and to its being acted upon by the Board at a Meeting held on January 2, 2020.

_____ L.S.
John M. Robortella
Secretary of the Town of Canandaigua Environmental Conservation Board