

**TOWN OF NEW LEBANON  
RESOLUTION #XX, 2020  
TOWN COMMITTEE RULES AND GUIDELINES  
JULY 14, 2020**

At the regular monthly meeting of the New Lebanon Town Board, held at the Shatford Park Pavilion and via video and teleconference, duly called and held on the 14<sup>th</sup> day of July 2020, the following Resolution was proposed and seconded:

Resolution by \_\_\_\_\_  
Seconded by \_\_\_\_\_

***TOWN COMMITTEE RULES AND GUIDELINES***

WHEREAS, the Town of New Lebanon has many town committees such as the Conservation Advisory Council, the Zoning Re-write Committee, the Climate Smart Task Force and the Business & Economic Development Committee; and

WHEREAS, the Town of New Lebanon wants all town committees to follow the same basic rules and guidelines; and

WHEREAS, some of the town committees are required by law to follow NYS Open Meetings Law and some may not be; and

WHEREAS, the Town of New Lebanon wants all town committee meetings to be open to the public to conduct their committee business in an open and transparent fashion; and

WHEREAS, the Town of New Lebanon recognizes the need for town committees to do research and to occasionally reach out to other government agencies such as NYS DEC and NYS DOT and other elected officials; and

WHEREAS, many town committees have subcommittees or working groups working within the full committee to do research and work required to bring information back to the full committee; and

THEREFORE BE IT RESOLVED that the Town Board of the Town of New Lebanon hereby establishes the following rules and guidelines to be followed by all town committees currently in existence and any future town committees to be formed:

1. All town committees are subject to the rules laid forth in NYS Open Meetings Law, with full committee meetings to be held at the Town Hall (or other public location authorized by the Town Board), advertised to the public, open to the public to attend (but no requirement to allow the public to speak), with minutes recorded and provided to the Town Clerk or PZ Clerk for distribution to the public via the town website and email blast within 2 weeks of the meeting. If the full committee has subcommittees or working groups, those meetings are not subject to NYS Open Meetings Law unless the full committee votes that they are. Full committees decide what recommendations/proposals are made to the Town Board which makes all decisions.
2. Subcommittees or working groups formed from the full committee work within the context of the full committee and are not authorized to act (offer opinions, communicate or make recommendations) independent of the full committee. How these subcommittees or working groups operate within the full committee is to be determined at the discretion of the full committee.

- 3. Committee chairs (of the full committees) are to be appointed by the Town Board. All communications and requests from the committee to the Town Board are to come through the chair of the full committee or a member authorized by the full committee chair.
- 4. Communications with other government entities such as NYS DEC or NYS Ag and Markets must be approved by the full committee and a member of the committee designated by the full committee may reach out to them on behalf of the committee for research or other purposes. The chair of the full committee may reach out to other government entities such as NYS DEC or NYS Ag and Markets with approval from the Town Supervisor. If a committee needs to reach out to a county, state or federal elected official they must obtain authorization from the Town Supervisor who, upon approval, will make the appropriate introductions.

Upon the question of the foregoing Resolution, the following Town Board Members voted “Aye” or “Nay” for said Resolution:

Roll Call Vote:

Councilmember Norman Rasmussen	_____
Councilmember Deborah Gordon	_____
Supervisor Tistrya Houghtling	_____
Councilmember Jesse Newton	_____
Councilmember John Trainor	_____

The Resolution, having been approved by a majority vote of the Town Board, was declared duly adopted by the Supervisor of the Town of New Lebanon.

Dated: July 14, 2020

Marcie Robertson  
Town Clerk  
Town of New Lebanon