

# SKANEATELES CONSERVATION AREA ADVISORY COMMITTEE ORGANIZATION PLAN

(Adopted, June 2008, modified January 2015 - DRAFT)

## **Proposed Meeting Schedule**

The Committee will meet monthly from March to November, or as needed. Subcommittee and other informal work meetings will be held on as-need basis. Meetings are open to the public, however only members can vote on Committee matters.

## **Membership**

Committee membership will be limited to 19 members. Members will be appointed by the Skaneateles Town Board. Members must attend a majority of the nine meetings to be held from March to November to maintain membership status (unless otherwise cleared with Chairperson).

## **Elections**

Committee members will elect the Chairperson, Vice Chairpersons, Recording Secretary, and Subcommittee Directors. Annual elections will be held in November with elected individuals beginning a two year term the following March. Individuals may serve in a position for a maximum of four consecutive years. After a two year period, individuals may serve another four years in the same position.

## **Description of Proposed Subcommittees:**

Activities: This subcommittee will lead the planning, implementation, and/or oversight of town-sponsored (or endorsed) group activities on the conservation area properties. These activities have included in the past, but are not limited to, the annual Fishing Derby and Boy Scout camping events.

Projects: This subcommittee will coordinate efforts of the town and various individual or group volunteers to physically improve the properties. Such projects in the past have included trail construction and maintenance, mowing, boundary maintenance, postings, public access and control, and kiosk construction.

Property Management Plans: This subcommittee will develop plans (different plans for different areas) to guide the management, though time, of the Town's conservation areas, natural woodlands, plantations, fields, wetlands, and open waters. This subcommittee will coordinate with the Projects Director for implementation of the developed plans.

## **Recording Secretary**

The Recording Secretary will be a member of the Committee and will be elected by the Committee. The recording secretary will provide written minutes of each Committee meeting. Minutes will be subject to approval at the following Committee meeting.

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