



## TOWN OF ULYSSES

10 Elm Street, Trumansburg, NY 14886  
townofulyssesny.gov

**Town Supervisor** (607) 387-5767, Ext 232 • supervisor@townofulyssesny.gov  
**Town Clerk** (607) 387-5767, Ext 221 • clerk@townofulyssesny.gov

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### ADVISORY COMMITTEE POLICY

*Adopted 1/9/2025*

#### Purpose and Authority:

Advisory committees provide important and useful information and ideas to the Town Board when reviewing and considering appropriate action or policy with regard to Town issues, functions and/or projects. Advisory committees can assist the Town Board by reviewing, researching and gathering information and presenting such information, findings and/or recommendations, ideas and opinions to the Town Board. Further, a formal and organized advisory committee can provide a vehicle for interested citizens to share their ideas and expertise with the Town Board. In view of the foregoing, it is the Town Board's determination that advisory committees can assist and benefit the Town Board, as well as the entire community.

Advisory committees shall act in an advisory capacity only, and report to the Town Board. The members shall not be empowered to exercise any powers on behalf of the Town Board or bind the Town Board or the Town of Ulysses in any way.

There may be times when an advisory committee's recommendations will not prevail or will be modified by Town Staff or the Town Board. This is not a rejection of the integrity of recommendations nor the work of the advisory committee but is an inevitable part of the process of municipal decision making where a variety of views, perspectives, and recommendations are considered.

#### Principles and Policies

1. Each advisory committee will have a specific purpose and function, which will be re-examined periodically by the Ulysses Town Board to determine its continued relevance and utility.
2. Advisory committees will be established by Town Board resolution, and for each instance, the Town Board will determine committee duties and parameters for membership, officers, voting rights, and terms of office. Additionally, each advisory committee will meet at intervals specified by the resolution, at the call of the committee chairperson.
3. Individuals will be appointed to advisory committees by Town Board resolution.
4. The Town Board will determine by resolution whether a given committee's meetings and proceedings will be subject to Open Meetings Law (OML). As advisory committees are not empowered to make final decisions, OML might not apply.



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5. The quorum necessary to make proceedings of an advisory committee meeting valid is a majority of members excluding any vacant seats.
6. Each advisory committee will have an assigned Town Board representative, who will, serve the critical function of nurturing a working relationship and maintaining communication between the committee and the full Town Board, including routine committee updates and presentation of committee recommendations to the Town Board if requested to do so by either the committee or the Town Board.
7. In order to ensure collaboration with Town administrative functioning and operations, it is encouraged, and in some cases required, that actions, document development and other activities will be completed in coordination with related Town Departments.
8. All records and documents produced by the advisory committee will adhere to records retention requirements.
9. Written minutes shall be recorded for the motions, resolutions, and votes taken at each meeting of an advisory committee. Discussions occurring at meetings may be briefly summarized. Each advisory committee shall file minutes with the Town Clerk, as well as reports or other information or records gathered as a result of committee activity.
10. When requested, the chairperson or other designated member of the advisory committee shall report directly to the Town Board either in writing or by attendance at a Town Board meeting.
11. Advisory committees must adhere to the Town's procurement policy and are not authorized to incur costs to the Town of Ulysses without appropriate prior approval. See the Town of Ulysses Procurement policy, for Town purchasing guidelines:  
[https://www.townofulyssesny.gov/\\_cms/docs/2023-Procurement-Policy-1.5.23.pdf](https://www.townofulyssesny.gov/_cms/docs/2023-Procurement-Policy-1.5.23.pdf)
12. Advisory committee members shall serve without pay. The Town Board may authorize the payment of reasonable expenses of committee members. No such payments shall be made unless the Town Board has approved the expense prior to the time that the expense was incurred.
13. Committee members who make public comment regarding the committee's activities in relation to Town business are required to clarify that they do not speak on behalf of the Town nor the committee as a whole. Furthermore, the committee chair is the only member authorized to speak publicly or to media on behalf of the committee. The committee chair is not authorized to speak on behalf of the Town of Ulysses at large. Anything prepared for social media will be shared (in accordance with the Town Social Media policy) via the Town Communications manager.



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14. From time to time, the Town Board may require training for advisory committee members.
15. The Town Board has the power to remove any member of the advisory committee, for cause.
16. The Town Board has the right, at any time, to dissolve any advisory committee.