

VILLAGE OF LEWISTON BEAUTIFICATION COMMITTEE

BYLAWS AND OPERATING GUIDELINES

ARTICLE I – PURPOSE

The Village of Lewiston Beautification Committee ("Committee") is a volunteer advisory committee established to assist the Village and encourage community involvement in the beautification, appearance, cleanliness, landscaping, planting, decorating, and related improvement of the Village.

The Committee shall work collaboratively with the Village Board of Trustees, Village officials, residents, businesses, community organizations, and volunteers to identify and support opportunities that enhance the Village.

ARTICLE II – MEMBERSHIP

1. The Committee shall consist of five (5) appointed voting members. Members shall be appointed by the Mayor, subject to approval by the Village Board of Trustees.
2. Members shall serve staggered two-year terms.
3. Vacancies among the five appointed Committee members shall be filled in the same manner as the original appointment for the remainder of the unexpired term.
4. Committee members shall serve strictly as volunteers and shall receive no compensation for their service.
5. The Committee may include and encourage an unlimited number of non-member volunteers and community participants. Residents, businesses, organizations, civic groups, community members, and other interested persons may participate in Committee activities, volunteer projects, planning efforts, events, cleanups, planting, landscaping, decorating, fundraising or donation initiatives, and other activities consistent with the Committee's purpose.
6. Participation as a volunteer or community participant shall not require formal appointment to the Committee. The Committee may invite, recruit, coordinate, and work with volunteers and community participants as needed to accomplish its projects and activities.
7. Only the five (5) formally appointed Committee members shall be voting members of the Committee. Volunteers and community participants shall not be counted toward the five-member Committee, shall not be counted for purposes of quorum, and shall not have voting rights unless formally appointed as a Committee member.
8. Nothing in these bylaws shall be construed to limit the number of individuals who may volunteer, participate in, or assist with the Committee's activities.

ARTICLE III – VILLAGE BOARD LIAISON

1. The Village Board may designate one or more Trustees to serve as liaison to the Committee.
2. The liaison shall help facilitate communication and coordination between the Committee and the Village Board.
3. A Village Board liaison shall not be a voting member of the Committee and shall not be counted among the five Committee members.

ARTICLE IV – OFFICERS

1. The Committee shall select a Chairperson and may select such other officers as it considers helpful to its work.
2. The Chairperson shall facilitate Committee meetings, help coordinate Committee activities, and serve as a primary point of contact for the Committee.

3. The Committee may designate a Secretary or another member to assist with meeting agendas, records, correspondence, and reports.
4. Officers shall serve for terms determined by the Committee.

ARTICLE V – MEETINGS

1. The Committee shall meet as needed to discuss and advance its activities.
2. Meetings may be called by the Chairperson or upon the request of a majority of Committee members.
3. The Committee shall maintain reasonable written records of its meetings, activities, recommendations, and projects.
4. Meeting records shall be provided to the Village Clerk for retention with Village records.
5. The Committee shall conduct its meetings and maintain its records in accordance with applicable law and Village policies.
6. Nothing in these bylaws is intended to determine or alter the applicability of the New York State Open Meetings Law or any other applicable law.

ARTICLE VI – QUORUM AND VOTING

1. Three (3) Committee members shall constitute a quorum.
2. Each Committee member shall have one vote.
3. A majority of the Committee and voting shall be sufficient for a Committee recommendation.
4. The Chairperson shall have the same voting rights as other Committee members.
5. Committee decisions and recommendations are advisory and shall not independently bind the Village.

ARTICLE VII – COMMITTEE ACTIVITIES

The Committee may:

1. Identify and suggest beautification projects and improvements.
2. Develop ideas and recommendations for consideration by the Village.
3. Assist with approved beautification projects.
4. Organize and coordinate volunteer activities.
5. Encourage residents, businesses, organizations, and community members to participate in beautification efforts.
6. Assist with planting, landscaping, gardening, cleanup, decorating, seasonal displays, and similar activities.
7. Recommend priorities, projects, materials, and improvements to the Village Board.
8. Undertake other activities consistent with the Committee's purpose in coordination with the Village.

ARTICLE VIII – PROJECTS AND VILLAGE PROPERTY

1. The Committee may develop and present proposed projects for consideration by the Village.
2. Projects involving Village property, Village funds, Village facilities, Village equipment, or Village personnel shall be coordinated with the appropriate Village officials and shall receive any required Village approval before work begins.
3. Volunteers shall perform activities within the scope of approved projects and shall follow safety requirements and Village policies.
4. The Committee shall coordinate with appropriate Village personnel when activities involve Village property, public works, landscaping, facilities, equipment, or other Village operations.

ARTICLE IX – DONATIONS

1. Monetary donations intended for Village beautification shall be made payable to the Village of Lewiston.
2. All monetary donations received for beautification purposes shall be provided to the Village and received, recorded, and deposited through the Village's established financial system.
3. The Committee shall not maintain a separate bank account or other financial account for Committee activities.
4. Donations of plants, materials, supplies, equipment, services, or other non-monetary items shall be coordinated with the Village and accepted in accordance with applicable Village procedures.

ARTICLE X – EXPENDITURES AND PROCUREMENT

1. The Committee shall not have independent expenditure authority.
2. Committee members and volunteers shall not make purchases, enter into contracts, incur financial obligations, or otherwise commit Village funds on behalf of the Committee or Village unless specifically authorized by the Village.
3. Expenditures shall be limited to amounts appropriated or otherwise authorized by the Village Board of Trustees.
4. Purchases and expenditures shall comply with the Village of Lewiston Procurement Policy and applicable law.
5. Committee recommendations or approval of a project shall not, by themselves, authorize the expenditure of Village funds.

ARTICLE XI – BUDGET

1. The Committee shall annually submit a proposed budget to the Village Board of Trustees for consideration.
2. The proposed budget may identify anticipated projects, materials, supplies, services, and other expected expenses.
3. Submission of a proposed budget does not constitute an appropriation or authorization to spend Village funds.
4. The Village Board shall determine the amount, if any, appropriated or otherwise authorized for Committee activities.

ARTICLE XII – COMMUNICATION AND REPORTING

1. The Committee shall periodically report to the Village Board regarding its activities, progress, completed projects, upcoming projects, recommendations, volunteer activities, and anticipated needs.
2. The Committee shall work collaboratively with the Village Board, Village officials, and the Village Board liaison to communicate ideas and coordinate activities.
3. Committee members and volunteers shall not represent themselves as having authority to speak or act on behalf of the Village unless specifically authorized to do so.
4. Public communications made on behalf of the Village shall be coordinated with the appropriate Village officials and shall comply with applicable Village policies.

ARTICLE XIII – VOLUNTEER PARTICIPATION AND CONDUCT

1. The Committee encourages participation by residents, businesses, organizations, and community volunteers.
2. Volunteers shall be treated with respect and appreciation and shall be encouraged to contribute ideas, skills, and time in support of Village beautification.
3. Volunteers shall follow applicable Village policies and safety requirements when participating in Committee activities.
4. Village property, equipment, materials, and facilities shall be used only as authorized.

5. Members and volunteers should promptly bring questions or concerns regarding a proposed activity to the Chairperson or Village liaison so that appropriate coordination can occur.

ARTICLE XIV – COORDINATION WITH THE VILLAGE

The Committee's role is to provide ideas, recommendations, volunteer assistance, and community involvement in support of Village beautification.

The Committee shall coordinate with the Village Board and appropriate Village officials when Village approval, funding, property, personnel, equipment, or other Village resources are involved.

Nothing in these bylaws limits the ability of the Committee to develop ideas, seek community input, or recommend projects for consideration by the Village.

ARTICLE XV – AMENDMENTS

The Committee may recommend changes to these bylaws to the Village Board of Trustees.

These bylaws may be amended upon approval by the Village Board of Trustees.

ARTICLE XVI – EFFECTIVE DATE

These bylaws shall become effective upon approval by the Village Board of Trustees and shall remain in effect until amended or replaced.