

**TOWN OF RICO  
RESOLUTION NO. 1999-4**

**ESTABLISHING RULES AND PROCEDURES FOR  
THE RICO BUSINESS ASSOCIATION**

**WHEREAS**, members of the Rico business community, the public, and owners of commercial property desire to form an organization to promote the viability of existing and future businesses in Rico; and,

**WHEREAS**, the Trustees find that support of existing and future businesses will promote the welfare of the Rico Community and that the establishment of rules and procedures will promote the orderly and efficient organization of a business association;

**NOW, THEREFORE**, be it resolved by the Board of Trustees, the following:

**SECTION 1. ESTABLISHMENT OF THE RICO BUSINESS ASSOCIATION**

The "Rico Business Association" committee is hereby formed as a Town committee ("Association"). The following rules and procedures are hereby established for the committee.

**SECTION 2. DUTIES OF THE RICO BUSINESS ASSOCIATION**

The Officers of the Association shall determine such purpose, goals and projects as is determined to be in the interest of the Association and shall update such purpose, goals and projects annually. Such purpose, goals and projects shall be submitted to the Association members for input and shall be considered by the Officers at a public hearing before adoption by the Officers. Then such purpose, goals and projects shall be submitted in writing to the Town Board of Trustees. The purpose, goals and projects may be amended or expanded at any time by following the process in this Section. The Association shall keep a list of its membership at all times.

**SECTION 3. MEMBERSHIP**

The Association may have as many members as it accepts. Property owners, residents, employees of a business established in Rico, and owners of a business operating in Rico are eligible for membership. An annual fee of \$10 for sole proprietorships and \$25 for business with employees shall be required for membership. The Association may recommend and Town Board may designate honorary members who are not required to pay the annual membership dues.

**SECTION 4. BOARD OF DIRECTORS**

The Board of Trustees shall appoint an initial 5 member Board of Directors which shall be comprised of the following officers: President, 3 Vice-Presidents, and a Secretary. Officers shall serve annual terms to run on a calendar basis. The Association shall appoint officers each January. The Directors shall determine the method of appoint which may be by nomination and paper ballot vote at an Association meeting or by a mail ballot vote sent to all members of the Association.

The Directors may remove an officer for failure to perform the duties of the office. The Directors shall promptly appoint a new officer to fill any vacancy created by resignation, incapacity, or removal which appointment shall run for the duration of the officer's term.

**SECTION 5. OFFICERS**

The duties of the President shall include presiding at all meetings, preparing meeting agendas, and such other duties as may be assigned by the Directors. The duties of the Secretary shall include recording minutes of all meetings of the Association and keeping a public record of such minutes and other resolutions or actions of the Association. In the absence of a President or Secretary an acting President or Secretary shall be appointed by the Directors.

**SECTION 6. MEETINGS**

The Association shall meet at least once a month and shall establish a regular monthly meeting date and time. Notice of all meetings shall be posted in the Town and published in a newspaper of general circulation in Town. A majority of the Directors shall constitute a quorum for actions of the Directors. All actions of the Directors shall be by a majority vote of the Directors present constituting a quorum. In the absence of a quorum the Association may still hold a meeting but no formal action may be taken.

**SECTION 7. STAFF**

The Directors may request assistance from Town Staff, including the Town Attorney, Town Manager, and Town Clerk. The Directors may request other professional, administrative, or project funding assistance from the Board of Trustees and shall submit a budget for the costs to the Town Board with such request. The Town Treasurer shall establish a fund for the Association into which all membership fees collected shall be deposited and used for Association purposes and projects. Expenditures and appropriations from the Association's fund shall be proposed to the Board of Trustees for review and approval.

Resolution read, approved and adopted this 8<sup>th</sup> day of December, 1999.

By: \_\_\_\_\_

Joseph V. Croke, Mayor

Attest: \_\_\_\_\_

Linda Yellowman, Town Clerk