

**ADDENDUM TO RESOLUTION NO. 26-014 (Adopted January 5, 2026)
ESTABLISHING THE COMMUNITY ENGAGEMENT ADVISORY COMMITTEE**

(Resolution 26-____)

A motion was made _____, seconded by _____, to adopt the following:

WHEREAS, on January 5, 2026, the Town Board adopted a resolution establishing a Community Engagement Advisory Committee; and

WHEREAS the purpose of the committee is to serve as an advisory body to the Mendon Town Board. Its purpose is to support effective communication, broaden resident participation, and strengthen trust between the Town and the community, including by coordinating, where appropriate, with existing Town committees and community organizations that already play a role in civic engagement and outreach.

WHEREAS, the original resolution provided minimal information regarding the committee's mission and membership structure but pointed to a draft charter for these details,

WHEREAS, the Town Board now wishes to formally define the membership and mission of the Community Engagement Advisory Committee through resolution to ensure clarity, transparency, and effective operation;

NOW, THEREFORE, BE IT RESOLVED, that the Community Engagement Advisory Committee shall consist of the following membership:

- Up to 5 - 7 community members appointed by the Town Board by majority vote to serve staggered two-year terms;
- One member shall be appointed by the town board as committee chair
- One Town Board liaison (non-voting)
- Additional members as deemed necessary by future Board action
- Members should be residents of Mendon, and represent a range of perspectives, ages, political affiliations, and lived experiences, and be willing to work collaboratively in a non-partisan, advisory role to the Town Board.

BE IT FURTHER RESOLVED, that the scope of the Community Engagement Advisory Committee shall include:

- Recommend methods to improve how the Town shares information and receives public input.
- Support or advise on public forums, listening sessions, surveys, and educational efforts.
- Identify barriers to participation and suggest ways to improve accessibility and inclusion.

- Coordinate and share information with existing Town committees and community organizations—such as the Village of Honeoye Falls, the Mendon Public Library, service organizations, and civic groups—to leverage existing engagement efforts and avoid duplication.

BE IT FURTHER RESOLVED, that the Community Engagement Advisory Committee shall not:

- Set policy or make binding decisions
- Direct Town staff
- Duplicate the formal responsibilities of other Town boards or committees

BE IT FURTHER RESOLVED that:

- The Town Board will appoint a committee chair on an annual basis.
- The Committee shall organize itself and establish meeting procedures consistent with Town Policy and New York State Open Meetings Law.
- Meetings will be held monthly, or as needed.
- Meeting minutes should be posted to the Town website.

BE IT FURTHER RESOLVED THAT the Committee is established as a standing advisory committee and may be modified or dissolved by Town Board resolution.