



## **Croton-on-Hudson Board & Committee Member Guidelines**

**OVERVIEW:** The Village of Croton-on-Hudson is grateful to its residents who volunteer their time to serve on its advisory boards, committees, councils and commissions (referred to as “committees” hereinafter). These committees serve in an advisory role to the Village Board of Trustees (“Village Board”) and operate under the direct oversight of the Village Manager. These committees meet regularly to handle referrals from the Village Board, advise on policy items and make recommendations to the Village Manager and Village Board on items under their purview.

### **RELATIONSHIP TO VILLAGE GOVERNMENT:**

1. All advisory committees are accountable to the Village Board through the Village Manager. As their work is supported by village funds and/or resources, they cannot function as independent entities and must operate within established village policies and procedures.
2. Committee expenditures and resource utilization must be approved in advance through the Village Manager or a designated representative. Resource utilization may include, but is not limited to, the use of staff for meeting facilitation, research assistance and general administrative support.
3. Committee records, including meeting materials, correspondence and reports, are village records subject to the Freedom of Information Law. Committees must maintain organized files and provide access to records as requested by the Village Manager or Village Clerk.

### **ADMINISTRATIVE REQUIREMENTS:**

1. All advisory committees shall have a chair appointed by the Mayor. Committees shall designate a secretary to draft meeting agendas in coordination with the chair and take meeting minutes. Other leadership positions, such as a vice-chair, may be assigned at the discretion of the chair.
2. All advisory committees must provide meeting agendas to the Village Manager or a designated representative at least two business days prior to each meeting. Agendas shall include:
  - a. The date, time and location of the meeting.
  - b. A list of all agenda items with brief descriptions.
  - c. Any anticipated action items or recommendations.
  - d. Supporting materials or documents to be discussed.
3. All advisory committees must take minutes of their meeting and submit these minutes to the Village Manager or a designated representative no later than 30 days following the date of the meeting. Minutes shall include, at a minimum:
  - a. A record of attendance.

- b. A brief summary of any discussion items.
  - c. A record of any motions made and the voting results.
  - d. A record of any action items and the responsible parties.
  - e. Any recommendations that are to be prepared for the Village Board.
4. Any formal recommendations or responses to referrals from the Village Board must be submitted through the Village Manager in the form of a written memo. A memo may be included on the Village Board agenda at the discretion of the Village Manager. Memos shall clearly state:
  - a. The recommendation or information being shared by the committee.
  - b. The background and rationale for such recommendation.
  - c. Any potential fiscal impact or policy implication, if known.
  - d. The requested action to be taken by the Village Board, if any.
5. All advisory committees must submit an annual report to the Village Manager summarizing the accomplishments and activities of the committee during the course of the year, recommendations made to the Village Board, areas of collaboration with other committees, goals and priorities for the upcoming year and budget requests, if applicable, for the upcoming year. Annual reports shall be due by December 31 each year.

#### **INTER-COMMITTEE COORDINATION/COLLABORATION:**

1. All committees are required to coordinate with other relevant committees when their work areas overlap or intersect (e.g., the IDEA Advisory Committee working with the Recreation Advisory Committee on accessibility improvements to park facilities, the Police Advisory Committee working with the Bicycle Pedestrian Committee on traffic safety initiatives, etc.). Before making a recommendation that may affect another committee's area of responsibility, the committee chair must notify the affected committee(s) of the proposed action, provide opportunity for their input and discussion, and document the collaborative efforts.
2. Committees which desire to include a permanent liaison from other boards/committees of the village, municipal corporations (such as the school district or library) or organizations must receive approval from the Village Manager before proceeding. The Village Manager may seek the counsel of the Village Board before approving such requests.
3. The Village Manager or a designated representative is available to assist with coordination. Committee chairs should inform the Village Manager's office when they identify the need to potentially collaborate with another committee.

#### **COMPLIANCE AND ENFORCEMENT**

1. All advisory committees are expected to operate in accordance with these guidelines. Failure to comply with the administrative requirements may result in temporary suspension of committee activities. Persistent non-compliance may result in the restructuring or dissolution of a committee by the Village Board.
2. The Village Board hereby authorizes the Village Manager to interpret these guidelines and resolve any ambiguities.

3. The Village Board shall review these guidelines annually and update them as necessary. Any proposed changes shall be adopted by resolution of the Village Board.

#### **RESPONSIBILITIES OF COMMITTEE MEMBERS:**

1. Upon appointment, the Village Clerk or Deputy Village Clerk shall notify the individual of their appointment. The chair of the respective committee shall also be notified of the individual's appointment.
2. Members of each committee are expected to participate regularly in the meetings and activities of their respective committee. Members who miss four meetings in a calendar year without authorization from the committee chair shall be eligible for removal.
3. Members of each committee are required to participate in the Village's annual training program. This training program includes, but is not limited to, sexual harassment prevention and workplace violence prevention. Members who take this training elsewhere (e.g., at their place of employment) may submit their training certificates annually in lieu of participating in the Village's training program. A member that does not supply proof of the required training by December 31 of each year will be eligible for removal.
4. Members who have been newly appointed to an advisory committee will receive an orientation on these guidelines and their responsibilities.

#### **REMOVAL PROCESS FOR COMMITTEE MEMBERS:**

1. Any committee member who is eligible for removal will be notified of such fact by the Village Clerk or Deputy Village Clerk. Removal shall take effect immediately upon notification.
2. Any committee member may appeal their removal to the Village Manager within five days of notification. The Village Manager shall confer with the Mayor to review the circumstances around the removal. A decision on the appeal shall be made within 10 days of receipt.

**These guidelines are effective as of January 1, 2026, and shall supersede all previous advisory committee guidelines adopted by the Village Board.**