



## **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 and statutory boards, committees, councils and commissions (referred to as “committees” hereinafter). 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.

### **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. If required, the individual shall take the oath of office within 30 days of appointment.
2. Members of each committee are expected to participate regularly in the meetings and activities of their respective committee. Members who miss three 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<sup>st</sup> of each year will be eligible for removal.
4. Members of the Planning Board and the Zoning Board of Appeals shall also be required to complete four hours of training in accordance with the requirements outlined in Village Law § 7-718 and § 7-712, respectively.

### **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.
3. Notwithstanding the above, the removal of Planning Board and Zoning Board of Appeals members shall be governed by the procedure outlined in Village Law § 7-718 and § 7-712, respectively.