

Village of Hastings-on-Hudson
Non-Statutory Boards, Commissions, and Committees Policies & Meeting Procedures

It is the policy of the Village of Hastings-on-Hudson to appoint citizen-volunteers to boards, commissions, and committees to advise the Village Board and Village Manager on their particular area of focus. The policies and meeting procedures herein apply to all non-statutory boards, commissions, and committees, appointed by the Village Board of Trustees of the Village of Hastings-on-Hudson. A non-statutory board, commission, or committee is one that is *not* a public body as defined by POL § 102(2). These policies and procedures are provided to promote consistency and uniformity.

1. Application to Serve and Appointment:
 - a. Interested residents of the Village can submit an application to volunteer at hastingsgov.org/volunteer. Applications to serve on boards, commissions, and committees can be received at any time and will remain on file with the Village.
 - b. Members of Boards, Commission, and Committees are appointed with the advice and consent of the Mayor and Village Board of Trustees at a meeting of the Village Board of Trustees.
2. Chairperson and Recording Secretary:
 - a. Each board, commission, or committee shall appoint a Chairperson to preside over each meeting.
 - b. Each board, commission, or committee shall appoint a Recording Secretary to take minutes of each meeting. It is at the board's, commission's, or committee's discretion as to how frequently the role of Recording Secretary is rotated.
3. Meeting Day, Time, Place, Agenda, and Notice:
 - a. Each board, commission, or committee shall choose a regular day, time, and place (Village facility) convenient for the board, commission, or committee and the public to attend each meeting. This day and time shall be confirmed with the Village Manager and Village Clerk to ensure that it does not conflict with other board, commission, and committee meetings.
 - i. Each board, committee, or commission is to meet in-person. Videoconferencing will be permitted at the discretion of the Village Manager with justifiable cause. There will be no hybrid meetings.
 - b. It is the responsibility of the Chairperson and the Recording Secretary to prepare an agenda for distribution to the public prior to each meeting. Every effort should be made to provide agendas no later than four (4) days in advance of each meeting to agenda@hastingsgov.org. Files should be in .docx or .pdf format.
 - c. Every effort shall be made to provide notice to the public no less than seventy-two (72) hours in advance of the meeting.
 - d. If there is a change to the meeting (cancellation, change of location, rescheduling, or changes to the agenda), it shall be communicated as soon as possible to agenda@hastingsgov.org.

4. Meeting Minutes:
 - a. Each board, commission, or committee shall keep a record of minutes for each meeting including the following:
 - i. Members present.
 - ii. Members absent.
 - iii. Members of the public present, if any.
 - iv. Approval of the minutes from the previous meeting.
 - v. Public Comment, if any.
 - vi. Summary of discussion and decisions.
 - b. Approved minutes are to be sent to minutes@hastingsgov.org no later than the next day following the meeting at which they were approved. Approved minutes should be in .docx or .pdf format.
5. Rules of Procedure and Order of Business:
 - a. While it is not necessary to hold a meeting with a quorum, it is preferred that a quorum is present. This number shall be one more than half of the appointed members of the Board.
 - b. The order of business shall include, in any order:
 - i. Call to Order
 - ii. Approval of Minutes of previous meeting
 - iii. Public Comment (at the discretion of the board, committee, or commission)
 - iv. Agenda Item Discussion
 - v. Announcements (next meeting date)
 - vi. Adjournment
6. End of Term, Resignation, and Vacancy:
 - a. Terms coincide with the Village Official Year (first Monday in December). At the end of a member's term, the Mayor or Village Clerk shall contact members with expiring terms to discuss re-appointment to a new term.
 - b. Any member wishing to resign from a board, commission, or committee shall provide a written notice to the Chairperson, the Mayor at mayor@hastingsgov.org, the Village Manager at villagemanager@hastingsgov.org, and the Village Clerk at villageclerk@hastingsgov.org.
 - c. Any vacancy shall be filled at the discretion of the Mayor and Village Board of Trustees. The appointed member's term will coincide with the term being filled.
7. Communications:
 - a. All correspondence relating to Village matters (emails, etc.) are subject to disclosure under FOIL regulations, even if they are to and from a personal account and stored on a personal device. Written communications should be by e-mail only (no texts) and the email address of the board, commission, or committee (i.e. conservationcommission@hastingsgov.org) shall be in cc. If a FOIL request is received, communications to and from personal accounts and devices must be provided to the Village Clerk upon request. All FOIL records are reviewed by the Village Attorney for redactions prior to release.
 - b. A board, commission, or committee shall not carry on a discussion or conduct the business of the board, commission or committee via correspondence.

8. Village Website:

- a. Each board, commission, or committee is provided a page on the Village's website. Members are encouraged to review their page periodically and contact the Village Clerk at villageclerk@hastingsgov.org with any suggested changes or requests.

Adopted August 8, 2023