

Local Law 3 of 2023

ADDING CHAPTER 15, COMMITTEES, TO THE CODE OF THE VILLAGE OF BALLSTON SPA

Be It Enacted by the board of trustees of the Village of Ballston Spa that Chapter 15, entitled Committees, is hereby added as follows:

Section 15-1. Legislative Intent.

It is the intent of this local law to provide a standardized procedure for membership on and appointment to a Village committee or board not otherwise established by state or local law.

§15-2. Definitions.

BOARD OF TRUSTEES; BOARD – the Board of Trustees of the Village of Ballston Spa.

COMMITTEE – for purposes of this Chapter only, any committee not already described in Village code or State law, including committees required for grants, or that is convened for the purpose of generating recommendations to the Village Board of Trustees, or results in actions to be taken by the Village Board, but does not possess sovereign authority to act on behalf of the Village on its own. The term “committee” shall be deemed to be a generic designation and shall also include any group appointed by a majority vote of the Village Board, including but not limited to any board, advisory council, board, commission, council, advisory committee, task force or any other similar nomenclature.

COMMITTEE INTEREST FORM – a form maintained by the Village, required to be filled out and submitted to be considered for membership on a committee.

BOARD LIAISON – person or persons responsible for communications between a Committee, as defined above, and the Village Board, who shall not be a member of the Committee. This does not preclude the mayor from making a liaison appointment to a Committee to represent the executive branch of the Village.

§15-3 Establishment of committees.

A. The Village Board, by resolution, may establish committees for such purposes as it may deem necessary to assist it in the performance of its duties.

§15-4 Recruiting Members.

- A. When a committee is in need of membership, the Village Administrator or their designee will publicize the opening via official Village email, Village website, Village social media accounts and in the Clerk’s Office, that members are sought, together with a description of purpose and duties. Such postings will remain active until the positions are filled.

- B. Interested individuals shall complete and provide the Village Administrator a Committee Interest Form, which will be available electronically and in person in the Clerk's Office. Completed forms will be distributed to the Board of Trustees by the Village Administrator or their designee within five business days of receipt.

§15-5 Board of Trustees Obligations.

- A. The Board of Trustees shall determine the purpose of any committee, its duties, its duration, and the maximum number of people permitted on the committee, which shall be an odd number.
- B. The Board of Trustees shall approve any committee charter.
- C. When a Committee is created, each member of the Village Board is entitled to choose an equal number of members from the pool of applicants. In the event the number of Committee members does not divide equally among Village Board members, members will be chosen in the following order; first by the Mayor, then by each Trustee in order of seniority by time on the Board.
- D. In the event a Board member fails to select a committee member, or if there is a delay in the selection by a Board member by more than three weeks from creation of the Committee, that Board member forfeits their selection, and the committee members are chosen by the remaining Board members, in order of seniority by time on the Board.
- E. When a committee member resigns prior to the end of their term, the Village Board member who originally appointed the person, if still a member of the Board of Trustees, will appoint a replacement. If that Board member is no longer a member of the Board of Trustees, then the Board member with the longest seniority will choose the replacement.
- F. In the event the Village Board requires a liaison to the Committee, the liaison will be chosen by a majority vote. This does not preclude the Mayor from appointing a different person not on the Board from also serving as Liaison.
- G. The Village Board, through majority vote, may alter the above procedure due to time constraints, the need for additional recruitment, or other pertinent reason(s) agreed to by the majority of the Village Board.

§15-6 Committee Responsibilities

- A. Committees shall appoint their own Chair. If no chair is identified, then the Village Board will choose the Chair by majority vote.
- B. The Committee Chair will work with Village staff to ensure all meetings are posted on the Village website and on Village social media accounts at least 72 hours prior to the meeting. The Chair will also ensure approved minutes are provided to the Village Clerk and staff for record keeping and publication online within 72 hours of their approval.

C. Meeting requirements. All committee meetings will be open to the public and provide the opportunity for public comment. Agenda and minutes will be required. Meetings will be held in person, and via a virtual platform whenever possible. Committee members participating remotely can vote and fulfill all their committee responsibilities remotely. Any meeting that is held using a virtual platform must be recorded and available for the public upon request.

§15-7. Effective Date.

This law shall become effective upon filing with the Department of State.

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