

**TOWN OF HILLSDALE  
COUNTY OF COLUMBIA  
STATE OF NEW YORK**

**Committee Policy**

- A. Town Board Committees. The Town Supervisor may, from time to time, appoint one or more committees, consisting of members of the Town Board, to aid and assist the Board in the performance of its duties. Town Board committees may make studies and report back to the Board with recommendations. In doing so, Town Board committees are authorized to conduct formal or informal meetings and hearings, but they cannot make decisions on behalf of the Town Board. All Town Board committees are considered public bodies subject to the Open Meetings Law.
- B. Citizen Advisory Committees.
- a. The Town Board may, from time to time, create and appoint one or more citizen advisory committees to aid and assist the Town. The citizen advisory committees so created and appointed shall consist of persons who are not members of the Town Board, or persons not members of the Town Board together with Town Board members, provided that the persons who are not members of the Town Board shall be residents of the Town, unless otherwise specifically authorized by the Town Board in the resolution creating the committee. Without limiting the foregoing, the Town Board may appoint persons who are serving as Town staff, regardless of residency, to be members of any such citizen advisory committee.
  - b. The Town Board cannot delegate its authority or authorize the spending of public monies by private individuals; therefore, such committees shall be advisory only. The makeup of citizen advisory committees may vary in size and include one or more members of existing boards or bodies of the Town. Citizen advisory committee members shall serve at the pleasure of the Town Board and may be removed by the Town Board at any time, with or without cause.
  - c. The duties of all citizen advisory committees shall be as stated from time to time by the Town Board. Notwithstanding the foregoing, all citizen advisory committees shall be advisory in nature, and while they may make recommendations on various matters, no such recommendation shall be binding on the Town Board, Town Board committees, or other boards of the Town.
  - d. Citizen advisory committee members shall serve without compensation, except the Town Board may authorize committee members to be reimbursed for out-of-pocket expenses incurred by members in the course of performing their duties, provided such reimbursement is consistent with policies for reimbursement of expenses applicable generally to employees of the Town and appropriation for such expenses are made by the Town Board. No reimbursement shall be made for the payment of sales tax or the purchase of alcohol.
  - e. Citizen advisory committees are not considered public bodies subject to the open meetings law. To promote transparency, however, all citizen advisory committees shall endeavor to abide by the requirements of the Open Meetings Law to the extent practicable, including posting the time and place of meetings on the Town website and allowing the public to attend such meetings whenever possible, wither in person or virtually.

C. Fundraising.

- a. There is no authority for the Town to solicit monetary or material gifts, either by advertisement or otherwise. Nor may it conduct fundraising activities. Therefore, the committees of the Town may not conduct fundraising activities, although they may pursue funding from established grant programs.
- b. Fund-raising activities undertaken to benefit the Town should be directed and administered by individuals in their private capacities or by community groups not affiliated with the Town. In turn, these private individuals or groups may make donations to the Town. Members of Town committees may fundraise for the Town in their private capacities or on behalf of community groups or entities formed for such purpose, but they may not do so in their capacity as a committee member.

Adopted: July 13, 2021