



VILLAGE/TOWN OF MOUNT KISCO
WESTCHESTER COUNTY, NEW YORK

104 Main Street
Mount Kisco, New York 10549-0150

Telephone
(914) 241-0500

Resolution regarding the procedures to be followed for appointments to Boards, Committees, and Commissions of the Village/Town of Mount Kisco.

Be it resolved by the Board of Trustees of the Village/Town of Mount Kisco that the following procedures be followed for appointments to Boards, Committee and Commissions of the Village/Town of Mount Kisco:

Except as otherwise required by law, appointments to all Boards, Committees and Commissions of the Village/Town of Mount Kisco will be made in accordance with the following procedures:

1) **Application Procedure.**

(a) All persons interested in serving on a Board, Committee, or Commission shall notify the Village Manager's Office in writing. Said letters of interest will be accepted whether or not vacancies exist.

2) **Notification of a vacancy.**

(a) Notices will be posted on the Village website, the Village public access cable television channel(s), published via electronic mail through the Village's electronic mail lists, posted on available Village social media channels, and announced at regular public meetings of the Village Board of Trustees. When vacancies arise, interested applicants will be notified in writing by the Manager's Office and invited to interview with the Board of Trustees. Those applicants expressing an interest in the vacant position will be invited to meet with the Village Board of Trustees.

(b) Not less than forty-five (45) days prior to the expiration of the term of any member of any board, committee, or commission, the Village Manager shall notify the Chair of such Board, Committee, or Commission of such expiration.

(c) Within fifteen (15) days of learning of any vacancy or impending vacancy on a board, committee or commission by reason of resignation, removal, non-residency in the Village, or death or incapacity of a member, the Chair of such Board, Committee, or Commission shall notify the Board of Trustees of such vacancy or impending vacancy in writing.

(d) Not less than thirty (30) days prior to the expiration of the term of any member of any Board, Committee, or Commission or upon receiving notification of a vacancy or impending vacancy on a Board, Committee or Commission from the Chair thereof, whichever is earlier, the Village Manager shall prepare and forward to any newspaper, radio, and television outlets which regularly cover news in the Village, including any available public access cable television channel, the Village website, the Village's electronic mail lists, available Village social media channels, as well as to all residents listed on the

“interested residents list” maintained by the Village Manager with respect to such Board, Committee, or Commission, an announcement of the vacancy or impending vacancy.

3) **Consideration of Applications.**

(a) Applications for appointment to fill the announced vacancy shall be delivered to the Village Manager and will be received by him until 4:30 pm on the tenth (10th) day after the vacancy shall have been announced as detailed in section 2 above. Applications shall be made in writing addressed to the Board of Trustees, provided, however, that telephone notification of interest will be accepted from persons who are listed on the “interested residents list” maintained by the Village Manager.

(b) The Village Manager shall prepare and forward to the Board of Trustees at its next regular meeting after the last date on which responses may be received, a list of all persons who have made timely application for appointment to fill that announced vacancy, together with such letters, resumes, and other documents that have been submitted by such applicants.

(c) Upon receiving the list of applicants and supporting documents, the Board of Trustees shall establish by resolution one primary and one alternate date for interviews with all new applicants never having served nor seeking reappointment to such Board, Committee, or Commission. The Village Manager shall notify each applicant, in writing, of the primary and alternate interview dates. The Village Manager shall also advise the Chair of the Board, Committee, or Commission of such date and shall invite such Chair, or a member of the Board, Committee, or Commission designated by the Chair, to participate in the interviews on such dates. Where applicants are seeking reappointment of an expired term on a Board, Committee, or Commission, the Board of Trustees shall forward such applications and supporting documents to the respective Chair of the Board, Committee, or Commission. Such Chair shall contact these applicants, and within twenty (20) days receipt of the application(s), make a written recommendation to the Board of Trustees for reappointment to the Board, Committee, or Commission. In the event that the Chair’s seat is vacant, the Board of Trustees, by resolution, shall designate a member of the Board, Committee, or Commission to contact said applicant(s). Re-appointment applicants do not need to be interviewed.

(d) The interviews of all applicants shall be conducted in public meetings on the dates established by resolution of the Board of Trustees in accordance with such procedures as the Board of Trustees may determine.

4) **Appointments and Notifications of Applicants.**

(a) The Board of Trustees shall make the appointment by resolution at a regularly scheduled meeting after receipt of the recommendation(s) from the Board, Committee, or Commission Chair.

(b) The Village Manager shall advise the appointed applicant, the Chair of the Board, Committee, or Commission, and all unsuccessful applicants, in writing of the appointment. The notification to unsuccessful applicants shall include a check list of all Village Board, Committees, and Commissions with request that the unsuccessful applicant indicate his or her interest in serving on any other Board, Committee, or Commission by checking the appropriate box and returning the check list to the Village Manager. Such check lists shall be maintained by the Village Manager until the expiration of a term on such Board, Committee, or Commission. The Village Manager shall maintain, on the basis of

such check lists and any other correspondence received by him or her, an "interested residents list" with respect to each Village Board, Commission, and Committee, which such list shall consist of the names of all residents who have expressed an interest in being appointed to such Board, Committee, or Commission during the previous year.

(c) All applications will be considered active until the applicant notifies the Manager's Office in writing of his or her desire to withdraw their name from consideration, or fails to respond to an invitation to interview with the Village Board of Trustees.

Amended 12-4-2017