

# **INDUSTRIAL AREA RE-DEVELOPMENT ADVISORY COMMITTEE SUMMARY SHEET**

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Welcome and thank you for volunteering to serve on the Industrial Area Re-Development Advisory Committee. Below is some basic information about the Committee.

The purpose and mandate for the IAC is defined in the Resolution adopted on May 12, 2014 (see attached).

**Chair:** Appointed by the Council at their first meeting after the Board of Trustees Annual Organizational Meeting in December. The Council shall appoint a Vice-Chair at their first meeting after the Board of Trustees Annual Organizational Meeting as well. Responsible for preparing agendas for Committee meetings in conjunction with Village Planner, communicating with Clerk-Treasurer for changes in meeting dates/times, and following up with members after unexcused absences (see below).

**Meetings:** As needed.

**Quorum:** A quorum is required to meet and conduct business.

**Attendance:** Members are expected to attend substantially all monthly meetings, though it is understood that circumstances may require occasional absences. Council members should inform the chair as soon as possible if they will be unable to attend a meeting; such an absence will be treated as an excused absence. [Three unexcused absences in a 12-month period or unexcused absence from three consecutive meetings will be deemed as a resignation from the Council.]

**Agendas:** Should be prepared and sent to the Clerk Treasurer's office for publication on the Friday before your meeting.

[Official board/committee of the Village (ZBA, Planning Board, HCZMC, BAR, Ethics, Traffic, Arts and Tree) are required by law to have draft minutes completed and sent to the Clerk-Treasurer's office within two weeks following the meeting.]

[**Ethics Disclosures:** Members of the ZBA, Planning Board, HCZMC, BAR, Recreation & Parks, Traffic and Ethics Board, are required to file Disclosure Forms, which are distributed at the end of January for filing by February 15.]

**Contact information for the Council:** (Will be added for each committee)

Name	Phone	Email	Expiration
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Liaison: Trustee Waitt

**Council Email:** IAC@vomny.org