


**TOWN OF HARRISON
VILLAGE OF HARRISON
ATTORNEY'S OFFICE**

MEMORANDUM

E-5

TO: Richard Dionisio, Supervisor
Members of the Town Board

FROM: Jonathan D. Kraut, Village Attorney 

DATE: December 1, 2023

SUBJECT: **Harrison Meadows Country Club Advisory Committee**

Attached herewith for consideration, are the proposed guidelines for the establishment and operation of the Harrison Meadows Country Club Advisory Committee.

If acceptable, kindly adopt the guidelines.

JDK:ld
Attachment

Harrison Meadows Country Club Advisory Committee

1. Committee Established.

The Harrison Meadows Country Club Advisory Committee (the "HMCCAC") shall advise the Town/Village Board on the operation of the Harrison Meadows Country Club. It shall exist in an advisory capacity and shall have no authority to act without the authorization of the Town/Village Board.

2. Responsibilities.

A. The HMCCAC shall maintain and develop Town/Village programs that promote the Country Club with the general public, businesses, and organizations, to serve as a venue for events and activities and to assist in the financial vitality of the Country Club.

B. The HMCCAC shall have the following responsibilities, as well as other responsibilities as determined by the Town/Village Board:

(1) Submit meeting minutes to the Town/Village Board, Club Management and the Town Clerk for the HMCCAC meeting record book after each meeting of the HMCCAC;

(2) Submit for consideration to the Town/Village Board and Club Management, recommendations for the general well-being of the Country Club;

(3) Review Country Club programs and identify areas where improvements or changes to the programs may be beneficial;

(4) Submit written recommendations on annual budgetary priorities and improvements to the Town/Village Board, including long term capital plan considerations;

(5) Undertake special projects as directed by the Town/Village Board.

3. Membership and Terms.

A. The HMCCAC shall consist of five (5) resident members, elected by the Passholders at Harrison Meadows Country Club. Four (4) of these members shall be Golf Passholders and one (1) will be a Pool & Tennis Passholder.

B. HMCCAC members shall be Passholders in good standing with Harrison Meadows Country Club.

C. The members of the HMCCAC shall be elected to one (1) year terms, with the Passholder who receives the most votes acting as the Chairperson. The Secretary will be nominated by a HMCCAC vote.

D. Current Town/Village Board members are ineligible to serve as HMCCAC members.

4. Termination of Membership.

- A. If any member is absent for more than three (3) consecutive meetings of the HMCCAC, without prior authorization from the Chairperson, such member shall be considered to have vacated their position on the HMCCAC.
- B. HMCCAC members serve at the pleasure of the Town/Village Board and may be removed at any time, without cause, by a majority vote of the Town/Village Board.

5. Meetings of Members.

- A. Regular meetings of the HMCCAC shall be scheduled at a time acceptable to the HMCCAC, the Town/Village Board and Club Management. Regular meetings are open to the public and subject to open meeting laws.
- B. All meetings shall be attended by a Club representative, a designated Town/Village representative and at least one (1) Town/Village Board member, but not more than two (2) Town/Village Board members without holding a properly noticed, public meeting of the Town/Village Board, in accordance with New York State Open Meetings Law.

6. Appointment of Officers.

- A. The officers of the HMCCAC shall be the Chairperson and the Secretary. Other officers may be appointed, as deemed necessary by the Town/Village Board, to carry out the work of the HMCCAC.
- B. The term for an officer shall run from January 1 and expire December 31 of each year, or until such time as a new officer is appointed.

7. Duties of Officers.

A. Duties of the Chairperson.

- (1) The Chairperson shall preside over all meetings of the HMCCAC.
- (2) When required, the Chairperson shall attend meetings of the Town/Village Board.

B. Duties of the Secretary.

- (1) The Secretary shall keep, or cause to keep, a book of minutes of all meetings of the HMCCAC.
- (2) The Secretary shall prepare agendas under the direction of the Chairperson, shall give notice of regular meetings of the HMCCAC and shall provide copies of all Agendas to the Town Clerk and Town/Village Board.

(3) The Secretary shall forward all approved meeting minutes to the Town/Village Board, the Town Clerk and Club Management.

8. Compensation and Committee Expenses.

A. Members of the HMCCAC shall serve without compensation.

B. Members shall be reimbursed for expenses reasonably incurred in carrying out the duties of the HMCCAC, with pre-approval by the Town/Village Board.