

**Business of the Village Board
Village of Saranac Lake**

BILL #57-2026

SUBJECT: Climate Smart Advisory Board

FOR AGENDA: 3/23/2026

DEPT OF ORIGIN: Village Manager

DATE SUBMITTED: 2/24//2026

Resolution to create a Climate Action Advisory Board

MOVED BY: Ryan SECONDED BY: Scollin

VOTE ON ROLL CALL:

MAYOR WILLIAMS	<u>yes</u>
TRUSTEE BRUNETTE	<u>yes</u>
TRUSTEE RYAN	<u>yes</u>
TRUSTEE SCOLLIN	<u>yes</u>
TRUSTEE WHITE	<u>yes</u>

RESOLUTION TO CREATE A CLIMATE ACTION ADVISORY BOARD (CAAB)

WHEREAS, the Village of Saranac Lake and its surrounding community depend on a healthy, thriving natural environment; and

WHEREAS, the character of Saranac Lake is related to the health of its waterways, forests, mountains, and winters; and

WHEREAS, the economy of Saranac Lake depends on tourism for its beautiful setting and access to vibrant outdoor recreation; and

WHEREAS, the Adirondacks as a whole have been experiencing increasing impacts of climate change such as warming winters, invasive species, severe weather events, and strain on our infrastructure; and

WHEREAS, communities across the country are experiencing the impacts of climate change, and Saranac Lake has historically positioned itself ahead of the curve, and should continue to seek funding opportunities to create a vibrant and resilient municipality; and

WHEREAS, the Village of Saranac Lake has been acting on climate change through its Climate Smart Communities Task Force and competitive position for funding since 2017; and

WHEREAS, the Village of Saranac Lake Board of Trustees seeks to create a more formal, integrated, and actionable advisory board dedicated to preparing, protecting, and empowering village residents, business owners, and stakeholders; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees for the Village of Saranac Lake hereby creates the Saranac Lake Climate Action Advisory Board to make recommendations on policy and implementation and undertake actions to support and enhance Saranac Lake's resilience and readiness to thrive as communities in the North Country continue to face climate change impacts.

**Village of Saranac Lake
Climate Action Advisory Board
BY-LAWS**

I – NAME

The name of the advisory board shall be the Climate Action Advisory Board, hereinafter referred to as the “Climate Action Advisory Board.”

II – PURPOSE

The purpose of the Advisory Board is to make recommendations to the Saranac Lake Village Board of Trustees regarding policies and actions that support clean energy, sustainability, and climate action. The Advisory Board will undertake actions that support the following vision statement:

“The historic Village of Saranac Lake is committed to building a more sustainable community and engaging its citizens on best practices for mitigating and adapting to climate change.”

The Advisory Board is an avenue of communication and consultation between the climate conscious community and the village government. Being climate conscious means recognizing the impact of individual and collective actions on the environment and making informed choices to mitigate climate change. This consciousness encompasses understanding the interconnectedness of social, economic, and environmental systems and advocating for sustainable practices that benefit both people and the planet.

III – DUTIES

The Advisory Board shall have the power and be required to:

- Act in an advisory capacity regarding clean energy, sustainability and climate action to meet its goals:
 - Adapt to climate change
 - Reduce greenhouse gas emissions
 - Reduce energy use
- Advocate for the implementation of the NYSERDA Clean Energy Communities and NYS DEC Climate Smart Communities Programs.
 - Assisting in implementing and regularly updating the Climate Action Plan: Government Operations.
- Advise on investment in future-focused clean energy and climate action solutions and alignment of Village operations and plans with the Climate Action Plan.
- Act as a liaison between the community and the Village Staff and Board of Trustees to advocate for climate related concerns.

- Promote public and private cooperation in support of climate action.

IV – MEMBERSHIP

The Board of Trustees for the Village of Saranac Lake shall appoint an Advisory Board of up to nine (9) voting members each serving, two-year, staggered terms; who shall not be paid officers or employees of the village; and who shall serve without compensation. Appointments shall be made to represent a variety of climate conscious members, as well as diversity with respect to age, ability, race and gender. There shall be one (1) ex-officio member who shall be a member of the Village Board of Trustees who shall act as a liaison between the Advisory Board and the Village Board of Trustees. The Village Board may remove any member of the Advisory Board for misconduct or neglect of duty. Missing three consecutive meetings without sufficient excuse shall constitute a resignation from the board. Vacancies on the Advisory Board occasioned by removal, resignation or for any other cause shall be filled for the remainder of that member's term by the Village Board of Trustees upon recommendation of the Advisory Board.

Voting Member Qualifications: Members should be residents of the Village of Saranac Lake, have an interest in climate action, or specific relevant expertise.

The ideal membership would be:

- 1 technical expert
- 1 state and federal policy expert
- 1 high school student
- 1 green building expert
- 1 outreach/education representative
- 1 data management/research representative
- 3 representatives who have an interest in climate action.

Department/Staff Liaison: Village of Saranac Lake Community Development Director

V – OFFICERS

Officers of the Board shall consist of a Chairperson, a Vice Chairperson and a Secretary. The term of office shall be one year beginning January 1st through December 31st.

The nomination of the Advisory Board's Chairperson, Vice Chairperson and Secretary shall come from the floor in either a voice or paper ballot. Appointment of the nomination will be decided by a simple majority vote, where a quorum is present. The Chairperson should lead the meetings and is responsible for developing the Board agendas and notices. The Chairperson is also responsible for developing the Advisory Board Annual Workplan.

The Vice Chair shall assist the Chair in leading the meetings. If the Chair cannot attend a meeting, the Vice Chair shall lead the meeting.

The Secretary will be responsible for taking and developing meeting minutes and shall take attendance at all meetings.

VI – MEETINGS

By-Laws

The Advisory Board shall conduct an organizational meeting to determine its bylaws, including, but not limited to: a regular meeting schedule; protocols for quorum or consensus; attendance policy; unscheduled absences and the appointment of officers. Meeting minutes shall be posted to the Village website following each meeting.

Regular Meetings

The Climate Action Advisory Board is an advisory committee to the Board of Trustees of the Village of Saranac Lake. Public notice of all Advisory Board meetings shall be posted at least 24 hours in advance. All Board meetings are open to the public unless a written explanation for closing is provided on the Village's website, where the minutes are published. Special meetings by phone and other media are permitted. Individuals and organizations wishing to speak before the Advisory Board shall adhere to rules set forth by the Advisory Board in its bylaws.

The Advisory Board shall meet as often as necessary to meet its responsibilities. However, regular Advisory Board meetings should be held once each month. There shall be in place a mandatory attendance policy. All Advisory Board members must be present at a minimum of ten (10) of the regularly scheduled monthly Board meetings. Special meetings may be called by the Chairperson or a majority of the Board with two (2) days advance written notice to members.

An Advisory Board member is considered in attendance at a regular Board meeting when said member is present for at least two-thirds of the total length of the meeting. Board members can attend by telephone/video conferencing.

At all meetings of the Advisory Board, the presence in person of more than half of the Advisory Board voting members shall constitute a quorum for the transaction of business. In the absence of a quorum, those present may, without notice other than by announcement at the meeting, recess the meeting from time to time, until a quorum shall be present. At any such recessed meeting any business may be transacted which might have been transacted at the meeting as originally called.

At all meetings of the Advisory Board at which a quorum is present, all matters, except as otherwise expressly required by law or these By-laws, shall be decided by the vote of a majority of the members of the Board present.

All voting Advisory Board members, including the Chair of the Board, must vote on all official actions taken by the Advisory Board except when that member or members appear to have a possible conflict of interest.

Conflict of Interest

Advisory Board Members will immediately disclose any known conflicts of interest prior to board discussion of the item. No Board Member will be permitted to vote on any specific issue in which he or she has a conflict of interest. The balance of the Advisory Board will vote on whether the Board Member disclosing a potential conflict of interest will be allowed to be present for discussion of the issue.

VII – STAFF/ INTERNS

The Board will rely on staff provided by the Village of Saranac Lake. Staff shall assist the Officers of the Advisory Board and Board-designated Committees in fulfilling their duties and responsibilities.

VIII – COMMITTEES

Committees may be designated by the Chairperson as necessary to investigate and report on specific subject areas of interest to the Advisory Board.

IX – CONDUCT OF BUSINESS

The Advisory Board and committees serving the Board shall conduct business in accordance with Robert's Rules of Order, latest revised edition, except when in conflict with these By-laws.

X – PUBLIC INPUT

Individuals/organizations wishing to address the board should contact the Community Development Department at least one week prior to the meeting to be placed on the agenda. As time permits, the board will set aside 10 minutes immediately following the chair's call to order for those individuals/organizations wishing to comment that are not on the official agenda. Written comments may be submitted at any time and will be noted in the minutes of the next regular meeting.

XI– ADOPTION AND AMENDMENT

These By-laws may be amended by a majority vote of the Board members at a regular meeting provided that the proposed amendments have been distributed to each member at least seven (7) days prior to the day of the meeting.