



**Town of Pelham**

**Policy: Sustainability Advisory Board**

**Adopted: February 9, 2026**

**TOWN OF PELHAM**

**Sustainability Advisory Board Charter**

**I. Establishment**

The Sustainability Advisory Board (“SAB”) is hereby established by resolution of the Town Board of the Town of Pelham as an advisory body to the Town Board.

**II. Purpose**

The purpose of the Sustainability Advisory Board is to:

1. Advise the Town Board on sustainability practices related to Town-owned buildings, facilities, grounds, and operations;
2. Serve as a coordinating, information-sharing, and collaborative advisory forum to support voluntary sustainability efforts across the Town of Pelham, the Villages of Pelham and Pelham Manor, and the Pelham Union Free School District;
3. Promote education and awareness by developing and sharing clear, accessible sustainability information for residents, local organizations, and public institutions;
4. Coordinate, where appropriate, with community-based organizations, civic groups, nonprofits, and other stakeholder groups within the Town of Pelham to support shared sustainability goals on a voluntary basis; and
5. Assist the Town Board and Town staff, where requested, with identifying, evaluating, and coordinating sustainability-related funding and grant opportunities that may be pursued by:
  1. the Town of Pelham independently;

2. the Town in collaboration with Town-based sustainability groups or community organizations; and/or
3. the Town in collaboration with other municipalities, public entities, or institutions, where appropriate.

Participation in any specific funding opportunity or collaboration shall remain voluntary and subject to the approval of the applicable governing body or organization.

### **III. Scope of Authority**

The Sustainability Advisory Board is purely advisory in nature. The SAB may:

1. Study, evaluate, and make recommendations to the Town Board;
2. Assist Town staff by researching best practices, data, and funding opportunities;
3. Encourage coordination and alignment among local governmental entities on a voluntary basis;
4. Provide educational information to residents and community organizations;
5. Identify and assess potential funding strategies and partnership models to support sustainability initiatives, without administering grants or obligating participating entities.

The SAB shall not:

1. Exercise regulatory or enforcement authority;
2. Direct Town staff or expend Town funds without express authorization of the Town Supervisor or Town Board;
3. Bind the Town of Pelham, the Villages of Pelham or Pelham Manor, or the Pelham Union Free School District;
4. Interfere with or supersede the independent authority of any other governmental entity.

### **IV. Jurisdictional Limitation**

Nothing in this Charter shall be construed to confer authority over the Villages of Pelham or Pelham Manor, or the Pelham Union Free School District, each of which retains full and independent governance authority. Participation in coordinated sustainability initiatives is entirely voluntary.

### **V. Membership**

1. The Sustainability Advisory Board shall consist of five (5) voting members appointed by the Town Board.
2. In addition, up to three (3) voting members may be appointed by participating governmental entities, consisting of the Villages of Pelham and Pelham Manor and the Pelham Union Free School District.

3. All members shall be residents of the Town of Pelham, unless otherwise agreed by the Town Board for members appointed by participating governmental entities.
4. Members appointed by the Town Board shall serve terms of three (3) years and may be reappointed for successive terms, and shall continue to serve until their successors are appointed, unless earlier removed by the Town Board.
5. The Town Board may designate non-voting Town staff or Town Board liaisons to support the work of the SAB, as appropriate.
6. **Role of Members Appointed by Participating Governmental Entities:** Members appointed by the Villages of Pelham and Pelham Manor and the Pelham Union Free School District shall serve as full participating members of the Sustainability Advisory Board. Such members are expected to contribute subject-matter expertise, participate fully in deliberations, vote on advisory recommendations to the Town Board, and support collaborative problem-solving across institutions. These members do not represent or advocate for the official positions of their appointing entities unless expressly authorized by those entities, nor do they bind their appointing entities to any recommendation or action of the SAB.

## **VI. Meetings**

1. The Sustainability Advisory Board shall meet at least quarterly.
2. Meetings shall be conducted in accordance with the New York State Open Meetings Law.
3. The SAB shall provide quarterly updates to the Town Board summarizing its activities, findings, progress, and opportunities for collaboration