

**Village of Buchanan Planning Board and Zoning Board of Appeals Members**  
**Mandatory Training and Attendance:**

As a member of either the Zoning Board of Appeals or Planning Board, the following requirements must be met to comply with NYS Law and/or the Village of Buchanan:

1. **Training requirements.** Each member of the Planning Board or Zoning Board of Appeals shall complete, at a **minimum, four (4) hours of training each year (January 1 -December 31)** designed to enable such members to carry out their duties more effectively. Training received by a member in excess of four hours in any one year may be carried over by the member into succeeding years in order to meet the training requirements. Such training shall be approved by the Village Board of Trustees and may include, but not be limited to, training provided by a municipality, regional or county planning office or commission, county planning federation (which also includes training for zoning board members), state agencies, statewide municipal association, college or other similar entity. Training may be provided in a variety of formats, including but not limited to, electronic media, video, distance learning and traditional classroom training. Failure to complete training is grounds for removal from the respective Board.
2. **Attendance Requirements:** Each member of the planning Board or Zoning Board of Appeals must attend at least **eighty percent (80%)** of the scheduled meetings per year in order to remain a member of the Board. Attendance is critical as there will be times that a vote could result in a tie which would not serve the applicant well.
3. **Records of Attendance:** Each member of the Planning Board and Zoning Board shall be required to keep records of his/her attendance at required training sessions and to provide to the Clerk's Office a certificate of attendance of completion or other proof of completion of training courses on an annual basis. The Clerk's Office shall keep records of the attendance of each Board member at the required training courses and shall present, at the close of each calendar year, a list of each Board member's courses and credits earned in that year, together with any credits carried over from previous years to the Village Board of Trustees.

I have read, understand and agree to the terms listed above:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_