

**RULES OF PROCEDURE FOR PUBLIC MEETINGS
BOARD OF TRUSTEES
VILLAGE OF ROUSES POINT**

**Accepted and approved December 7, 1998
Reviewed by the Board of Trustees – April 3, 2017** 

A public body has an inherent right to regulate its own procedure. Legislative bodies need rules so that the will of the majority is expressed and the rights of the minority are protected. State statutes require that a quorum of a board be present to conduct business and a majority vote is needed to pass most measures. Other than those two requirements, state statutes do not contain any rules of procedure for local meetings. Boards may adopt their own procedure as long as they do not adopt a rule that is in violation of a state law (i.e. the Opening Meetings Law),

REGULAR MEETINGS:

The Board of Trustees shall hold regular meetings on the first and third Monday of each month, except in the event such Monday falls on a nationally recognized holiday. In this event the meeting shall be on the following Tuesday. Such regular meetings shall commence at 7:00 p.m. and be conducted in Halstead Hall located at the Civic Center, 39 Lake Street, Rouses Point, NY.

The Board of Trustees shall determine any deviation of the foregoing paragraph.

SPECIAL MEETINGS:

The Mayor or any Trustee upon notice to the entire Board may call special meetings. Notice shall be given by telephone, in person or in writing.

QUORUM:

A quorum shall be required to conduct business. A quorum of the five- (5) member Board of Trustees shall be three (3). In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

EXECUTIVE SESSIONS:

Executive Sessions shall be held in accordance with the NYS Public Officers Law Chapter 105. All executive sessions shall be commenced in a public meeting.

AGENDAS:

The agenda shall be prepared at the direction of the Mayor and Trustees. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda shall be given to the Clerk or Deputy Clerk by Friday at noon prior to the regular meeting night. However, items may be placed on the agenda at anytime, including during the meeting. If needed, a Supplemental Agenda will be prepared on the day of the meeting if the information is given to the Clerk no later than 1:00 P.M.

VOTING:

Pursuant to Village Law each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie.

A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law.

An abstention, silence or absence shall be considered a negative vote for the purposes of determining the final vote on a matter.

A vote upon any question shall be taken by ayes and nays and the names of the members present and their votes shall be entered in the minutes.

MINUTES:

Minutes shall be taken by the Clerk, in his/her absence the Deputy Clerk shall take over this task.

Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law.

Minutes shall also include the following:

- Name of the Board
- Date, place and time of meeting.
- Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment.
- Name and title of other Village officials and employees present.
- Record of communications presented to the Board.
- Record of reports made by Board or other Village personnel.
- Time of Adjournment.
- Signature of Clerk or person who took the minutes.

Minutes shall not contain verbatim comments unless a majority of the Board shall resolve to have the Clerk do so.

Minutes shall be approved at the next Board meeting. Amendments to the minutes shall require Board approval.

ORDER OF BUSINESS:

- Call to order
- Roll call
- Approval of Minutes of previous meeting
- Bills and approval for payment
- Correspondence
- Reports from the Mayor and Trustees
- Reports from other Village Officials
- Comments from the Public
- Adjournment

GENERAL RULES OF PROCEDURE:

The Mayor shall preside at meetings. In the Mayor's absence the Deputy Mayor shall preside.

The presiding officer may debate, move and take other action that may be taken by other members of the Board.

Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking.

Motions no longer require a second.

A member, once recognized shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, be called to order, they shall cease speaking until the question of order be determined, and, if in order, he/she shall be permitted to proceed.

There is no limit to the number of times a member may speak on a question.

Motions to close or limit debate may be entertained but shall require a two-thirds vote.

GUIDELINES FOR PUBLIC COMMENT:

The public shall be allowed to speak only during the Public Comment period of the meeting.

Speakers may step to the front of the room.

Speakers must give their name, address and organization, if any.

Speakers must be recognized by the presiding officer.

Speakers must limit their remarks to five (5) minutes on a given topic.

Speakers may not yield any remaining time they may have to another speaker.

Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

All remarks shall be addressed to the Board as a body and not to any member thereof.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

Interested parties or their representatives may address the Board by written communications.

USE OF RECORDING EQUIPMENT:

All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. The recording should be done in a manner which does not interfere with the meeting. The Mayor may make the determination that the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the Village Board, size of the equipment, and the ability of the public to still participate in the meeting. If the Mayor makes the determination that the recording is intrusive and has the effect of interfering with the meeting, the Mayor may request an accommodation to avoid the interference and if not complied with, may ask the individual to leave the meeting room.

ADJOURNMENT:

Meetings are to be adjourned by motion.

AMENDMENTS TO THE RULES OF PROCEDURE:

The foregoing procedure may be amended from time to time by a majority vote of the Board.