

# **North East Town Board:**

## **Rules of Procedure For Town Board Meetings**

### **Regular Meetings**

- The regular meeting of the Town Board will be held on the second Thursday of each month.
- The regular meetings will start at 7:00pm and will be held in the boardroom at the Town Hall.
- Any deviation of the foregoing paragraph must be approved by the Town Board.
- An alternative meeting location may be permitted as directed by the Town Supervisor, provided that adequate public notice has been provided.

### **Special Meetings**

- Special Meetings of the Town Board are all those Board meetings other than regular meetings.
- A special meeting may be called by the Supervisor or by any Councilman, upon notice to the entire Town Board.
- Notice may be given by telephone, in person, or in writing at least 24 hours in advance unless an emergency exists.

### **Quorum**

- In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.
- A quorum of the Town Board must be present to conduct business.
- A quorum of the five-member Town Board is three members.

### **Executive Sessions**

- Executive sessions will be held in accordance with Public Officers Law § 105(1).
- All executive sessions will be commenced in a public meeting. A motion to enter into an Executive Session must be made by a Town Board member, and the motion must state the general area or areas of the subject to be considered.

### **Order of Business**

- Call to order, Pledge of Allegiance
- Roll call, approval of Agenda
- Public comment period. Comments must be confined to agenda items, speaker must sign speakers list before meeting begins, and must limit comments to 5 minutes.
- Report of Officers and Committees.

- Old Business;
- New business;
- Auditing and finances
- Public comment period. Public comments may be on any topic. Speaker must sign speakers list before meeting begins, and must limit comments to 5 minutes

## **General Rules of Procedure**

- The Supervisor presides at the meeting. In the Supervisor's absence or at the Supervisor's request, the Deputy Supervisor may preside.
- The presiding officer may debate, make motions, and take any other action that other Board members may take.
- Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking.
- Motions require a second.
- A member, once recognized, may not be interrupted when speaking unless it is to call him/her to order. If called to order, the member must cease speaking until the question of order is determined. If the member is in order, he/she may proceed.
- A member may not be limited in the number of times he/she speaks on a question.
- Motions to close or limit debate require a two-thirds vote, which is 4 members of a 5 member Board

## **Guidelines for Public Comment**

- The Public may speak during the meeting's Public Comment period and at such other time as the presiding officer permits.
- The first public comment period, as previously stated, is limited to comments on agenda items only.
- The public comment period at the conclusion of the meeting is reserved for general comments and concerns.
- Speakers must be recognized by the presiding officer.
- Speakers must give their name, address and organization, if any.
- Speakers must limit their remarks to five minutes.
- Speakers may not yield any remaining time they may have to another speaker.
- Board members may, with the permission of the presiding officer, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks must be addressed to the Board as a body and not to individual Board members.

- Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Interested parties or their representatives may address the Board by written communication.

## **Guidelines For Use of Recording Equipment**

- All members of the public and all public officials may tape or video record public meetings.
- Recording is not permitted during executive sessions.
- The Recording must be done in a manner which does not interfere with the meeting.
- The Supervisor may make the determination that the recording is being done in an intrusive manner, taking into consideration, but not limited to, brightness of lights generated by the activity, and the ability of the public to still participate in the meeting.
- If the Supervisor determines that the recording is interfering with the meeting, the Supervisor may request the individual alter their behavior to eliminate the interference. If the Supervisor's request is not complied with, the Supervisor may have the individual removed from the meeting room.

## **Adjournment**

- Meetings must be adjourned by motion.

## **Amendments To The Rules Of Procedure**

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