



Town of Geddes

RULES OF CONDUCT for TOWN BOARD MEETINGS

JANUARY 4, 2016

The Town Board of the Town of Geddes will conduct the business that comes before it in accordance with the following approved rules:

1. Meeting:

- Regular meetings of the Town of Geddes Town board will be held on the second Tuesday of the month, commencing at **7:00 PM.**

2. Public Hearing:

- All public hearings will be held on the second Tuesday of the month. Commencing at **7:00 PM.**

3. Agenda:

- The agenda for each scheduled meeting will be prepared by the Supervisor's Office and **published** no later than **12:00 PM on the THURSDAY** immediately prior to the scheduled meeting.
- A copy of the agenda will be conspicuously posted on the Town Bulletin Board for the general public. Copies will be available to the public on the Town website.

4. **Finance Resolution:**

- All agenda items involving the finances of the Town will be placed in a priority position under the “Resolution Section” of the agenda.

5. **Councilors Rules of Conduct:**

- All Councilors will be recognized by the “Chair” prior to speaking.
- No member of the Town board shall speak for more than **five minutes, with a three-minute rebuttal period at any one time** on the same question. Waiver of the time limitations would require a unanimous vote of the Board for approval.
- If a member of the Board wishes to interrupt a speaker, he must request a “yield of the floor” from the speaker. If the “Yield Request” is granted, the privilege of the floor will be relinquished by the original speaker, for the remaining time allotted, or whatever portion thereof the interrupter opts to use.

6. **Proposed Motions:**

- All items the Town Board is to vote on or take legislative action on, must be presented to the Supervisor’s Office by **3:00 PM on Wednesday preceding the meeting.**
- Any additions to the agenda after the above-prescribed time must have majority approval of the Town Board before any action can be taken.

7. **Defeated Motions:**

- A defeated motion may only be resubmitted by a Board member whose original vote on the motion was in the “negative”.

8. Tabling of a Motion:

- Motion to table will take precedence over any pending motion.

9. Abstentions:

- A Board member will “abstain” from voting on a motion only if a conflict of interest exist, and *affirmative or negative* vote will be cast on each motion by each Board member.

10. Roll Call Votes:

- A Roll Call Vote will be taken on all motions when the consensus of the Board is other than “unanimous”.

11. Public Discussion and Participation:

- The public will be encouraged to participate at the public meetings within the following format:
 - A) A member of the public wishing to address the Town Board during the public discussion segment of the Town Board Meeting, will ask for recognition from the “Chair” by raising his or her hand.
 - B) Upon being recognized by the “Chair”, the speaker will give his or her address.
 - C) The members of the Town Board will listen to the speaker without interruption.
 - D) The speaker will limit him or herself to “5” (five) minutes to speak.

E) The Supervisor will rule “out of order” any and all conversations from the floor, not following the above format. Any disruptive person and/or persons will be asked by the Supervisor, to remove themselves from the assembly floor.

12.Legislation:

- Each resolution shall be sponsored by the Committee Chair, upon majority recommendation of the committee members.

13. Planning Board / Zoning Board of Appeals / Committee Meetings:

When **any** public meetings are to be held, all administrators must be compliant with Meeting Rules.

- When a meeting is to be scheduled, you need to:
 - 1) Contact Supervisor’s Secretary to check room availability
 - 2) Give at least 7 days notice to post a meeting
 - 3) Give the AGENDA at the time of scheduling
 - 4) Notify both Supervisor’s Secretary & Town Clerk so meetings are posted properly.
- After the meeting has been held, you need to:
 - 1) Send MEETING MINUTES to Supervisor’s Secretary & Town Clerk within 7 days

14.Publication of the Rules of Conduct:

- The Town Clerk will have adequate copies of these Rules of Conduct in his office for members of the public and they are also posted on the Town website.

15. Legislation:

- Each resolution shall be sponsored by the Committee Chair, upon majority recommendation of the committee members.

EXECUTIVE SESSION PROCEDURE

An Executive Session is a part of a regular open meeting the purpose of which is to exclude the public because of the sensitivity of the matter to be discussed by the Board.

Matters, which can be discussed, are limited by law to the following:
(Office of the State Attorney General – Informal Opinion No. 2000-2 – April 6, 2000)

- Matters which will imperil the public safety if disclosed;
- Any matter which may disclose the identity of a law enforcement Agent or informer;
- Information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- Discussions regarding proposed pending or current litigation;
- Collective negotiations under the Taylor Law;
- The medical, financial, credit or employment history of a particular person or corporation or matters leading to the appointment, employment, promotion or discipline of a person;
- Preparation, grading or administration of examinations;
- Acquisition, sale or lease of real property or the proposed acquisition of securities or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

Procedure for going into Executive Session:

Motion: I move that this Board go into executive session to consider: ex. (Tax Certiorari cases involving litigation), (Collective negotiations),(Identity of a police informant)

Second to the motion by another Board Member

Vote: Must be by a majority of the Board to go into Executive Session

After session, return to the General Open Meeting and continue the agenda