

Board of Trustees Rules of Procedure

RESOLVED, pursuant to New York State Village Law §4-412, the Board of Trustees of the Village of Rockville Centre hereby adopts and promulgates the following Rules of Procedure, effective upon the conclusion of the August 7, 2006 meeting of the Board of Trustees:

Section 1. REGULAR MEETINGS.

A. The Board of Trustees shall hold regular meetings on the 1st and 3rd Monday of each month, or at such other dates as may be determined by the Board of Trustees. Such regular meetings shall commence at 8:15 p.m. and shall be conducted in the Courtroom at Village Hall, or such other location as may be determined by the Board of Trustees.

B. The Board of Trustees shall hold regular briefing sessions on the Thursday immediately preceding the regular Board meeting, unless otherwise determined by the Board of Trustees. Such briefing sessions shall commence at 7 p.m. and shall be conducted in the boardroom/Mayor's office at Village Hall, unless otherwise determined by the Board of Trustees.

Section 2. SPECIAL MEETINGS.

Special meetings of the Board of Trustees are those Board meetings other than regular meetings. The Mayor may, and at the request of any two Trustees shall, call a special meeting, with notice to the entire Board. Notice of meetings shall be given by telephone, in person, or in writing, including by fax, email or other electronic means.

Section 3. QUORUM.

A quorum shall be required to conduct business. Three (3) members of the Board attending in person shall constitute a quorum. In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

Section 4. EXECUTIVE SESSIONS.

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

Section 5. AGENDAS.

A. The agenda shall be prepared by the Village Administrator/Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda shall be given to the Village

Board of Trustees Rules of Procedure

Administrator/Clerk at least four (4) days before the meeting; however, items may be placed on the agenda at anytime, including during the meeting.

B. The agenda shall be prepared no later than noon on the day of the meeting, and shall be posted on the Village website. If necessary, a supplemental agenda shall be distributed at the beginning of the meeting.

Section 6. VOTING.

A. Pursuant to NYS Village Law, each member of the Board shall have one vote. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law.

B. For the purposes of calculating the votes necessary to adopt a resolution or approve a matter, an abstention, silence or absence shall be considered a negative vote.

C. A vote upon each question shall be taken by ayes and noes, and the names of the members present and their votes shall be entered in the minutes.

Section 7. MINUTES.

A. Minutes shall be taken by the Village Administrator/Clerk. Minutes shall consist of a record or summary of all motions, proposals, resolutions and other matters formally voted upon and the vote thereon. Minutes of an executive session shall include any action taken by formal vote, and in such case 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 not required to be made public by the NYS Freedom of Information Law.

B. 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 and departure if any member was not present for the entire meeting;
- Name and title of other village officials and employees present, and an approximation of the number of other attendees;
- Verbatim record of resolutions and local laws, and other matters voted on by the Board;
- Record of communications presented to the Board;
- Record of reports made by Board or other Village personnel;
- Time of adjournment;

Board of Trustees Rules of Procedure

- Signature of Village Administrator/Clerk;
- Minutes shall be prepared and marked "Draft", subject to approval at a subsequent Board meeting. Upon approval by majority vote of the Board, the minutes shall be filed as "Final."

Section 8. ORDER OF BUSINESS.

A. The order of business shall be:

- Pledge of Allegiance
- Moment of Silence (when appropriate)
- Awards/Bestowals/Ceremonies
- Report of officers and committees (list)
- Special Public comment period (limited to a total of thirty (30) minutes)
- Public Hearings (if any), including Architectural Review
- Board Action Items
- Old business
- New business
- Approvals of minutes of previous meetings
- Fire Department Membership Changes
- Trustees' remarks
- Mayor's remarks
- Privilege of the Floor
- Adjournment

B. Where the Mayor determines that is appropriate to do so, the foregoing order may be varied.

Section 9. GENERAL RULES OF PROCEDURE.

A. The Mayor, or in the absence of the Mayor, the Deputy Mayor, shall preside at the meetings. The presiding officer may debate, move and take any other action that may be taken by any other member of the Board.

B. Board members are not required to rise, but must be recognized by the presiding officer before making motions or speaking. Motions require a second before being subject to discussion and/or vote. A Board member, once recognized, shall not be interrupted when speaking except to call the member to order. If a member, while speaking, be called to order, the member shall cease speaking until the question of order be determined, and, if in order, the member shall be permitted to proceed.

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

Board of Trustees Rules of Procedure

D. Motions to close or limit debate shall require a two-thirds vote for approval.

Section 10. GUIDELINES FOR PUBLIC COMMENT.

The public shall be allowed to speak only during the Public Comment or Privilege of the Floor portions of the meeting, and during any public hearing, or at such other time as a majority of the Board shall allow.

B. Speakers must step to the front of the room.

C. Speakers must give their name, address and identify any relevant organization on behalf of which they speak.

D. Speakers must be recognized by the presiding officer before speaking.

E. Speakers may speak more than once on an issue during a meeting, but will not be recognized to speak more than once on an issue until after all others have been given an opportunity to speak once on that issue.

F. With the permission of the Mayor, Board members may interrupt a speaker during the speaker's remarks, but only for the purpose of clarification or information.

G. All remarks shall be addressed to the Board as a body, and not to any member thereof or to any member of the public.

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

I. Interested parties or their representatives may address the Board by written communications. Such communications shall be delivered to the Village Administrator/Clerk or a designee of the Village Administrator/Clerk. Speakers may not read written communications verbatim but should summarize their comments.

Section 11. USE OF RECORDING EQUIPMENT.

A. All members of the public and all public officials may photograph, tape or video record public meetings, but not any executive session. The photography or recording should be done in a manner which does not interfere with the meeting. The Mayor may determine that photography or recording is being done in an intrusive matter, 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 participate in the meeting. If the Mayor determines

Board of Trustees Rules of Procedure

that photography or recording is intrusive and is interfering with the meeting, the Mayor may request an accommodation to avoid the interference, and if such accommodation is not forthcoming, may direct the person performing such photography or recording to cease and desist doing so, or to leave the room.

Section 12. ADJOURNMENTS AND CLOSE OF HEARINGS OR MEETINGS

- A. Meetings shall be adjourned by motion adopted by the Board.
- B. Public hearings shall be adjourned or continued by motion adopted by the Board.

Section 13. AMENDMENTS TO THE RULES OF PROCEDURE.

The Rules of Procedure may be amended from time to time by majority vote of the Board.

And it is further

RESOLVED, that the Village Administrator shall provide a copy of the Rules of Procedure as herein adopted and promulgated to General Code Publishers Corp., for publication in the Village Code, to be numbered as a designated chapter thereof in the discretion of the publisher.