

**RULES OF PROCEDURE OF THE BOARD OF TRUSTEES  
OF THE VILLAGE OF MEDINA, NEW YORK**

*Adopted April 14, 2008*

**Section 1. MEETINGS.**

The Board of Trustees shall hold regular meetings on the 4<sup>th</sup> Monday of each month. Such regular meetings shall commence at 7:00 PM and be conducted in the Shelby Town Hall, located at 4062 Salt Works Road, Medina, NY 14103.

Workshop meetings with department heads shall be held on the 2<sup>nd</sup> Monday of each month at 7:00 PM at the Shelby Town Hall.

All aforesaid meetings shall be convened open to the public.

Any deviation from this schedule, as may be occasioned by the observance of holidays or other activities, shall be determined by the Board of Trustees.

**Section 2. SPECIAL MEETINGS.**

Special meetings of the Board of Trustees are all those Board meetings other than regular meetings or workshop meetings. A special meeting may be called by the Mayor or any two (2) Trustees upon notice to the entire Board. Notice shall be given by telephone, in person, or in writing. Public notice must also be given in accordance with New York State Public Officers Law, Article 7, Section 104.

**Section 3. QUORUM.**

A quorum of the five (5) member Board, being necessary to conduct public business, shall be three (3).

**Section 4. EXECUTIVE SESSIONS.**

Executive sessions shall be held in accordance with New York State Public Officers Law, Article 7, Section 105. All executive sessions shall be commenced in a public meeting.

**Section 5. AGENDAS.**

Agendas for regular meetings shall be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. The agenda shall follow the order of business as described in Section 8, with additional detail as deemed sufficient by the Mayor or Trustees. For a regular meeting held on a Monday, the agenda shall be prepared by the end of the business day on the preceding Friday and disseminated to all Board members. However, items may be placed on the agenda at anytime, including during the meeting.

The preceding paragraph shall not apply to workshop meetings of the Board as identified in Section 1. No formal agenda shall be required for these meetings.

## **Section 6. VOTING.**

Pursuant to New York State 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 simple majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by New York State Law.

## **Section 7. MINUTES.**

Minutes shall be taken by the Village Clerk in accordance with New York State Public Officers Law, Article 7, Section 106.

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, the such summary need not include any matter which is not required to be made public by New York State Freedom of Information Law.

Minutes shall 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 and approximate number of attendees
- Record of communications presented to the Board
- Record of reports made by Board or other village personnel
- Time of adjournment
- Signature of Village Clerk or person who kept minutes if not the Clerk

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

Minutes shall be made available to the public not more than two (2) weeks from date of meeting. Minutes kept in executive session shall be made available to the public not more than one (1) week from date of executive session.

Minutes shall be approved at the next regular meeting of the Board, and any amendments shall require Board approval.

## **Section 8. ORDER OF BUSINESS.**

The order of business for regular meetings of the Board shall include:

- Call to order
- Pledge of Allegiance
- Approval of minutes of previous meeting
- Review of correspondence and requests

- Reports of officers and committees
- Old business
- New business
- Trustee actions
- Public comment period
- Adjournment

The order of business need not be followed if the Mayor determines that it is necessary to deviate.

This section shall not apply to workshop meetings of the Board as identified in Section 1. No formal order of business shall be required for these meetings.

## **Section 9. 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 must be recognized by the presiding officer before making motions and speaking. All motions shall require a second before a vote is taken. A member, once recognized, shall not be interrupted when speaking unless it be to call the member to order. If a member, while speaking, be called to order, he or she shall cease speaking until the question of order be determined by the Mayor.

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

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

## **Section 10. GUIDELINES FOR PUBLIC COMMENT.**

The public shall be allowed to speak only during the public comment period of regular meetings or at such other time as a majority of the Board shall allow.

Speakers from the public must be recognized by the Mayor and state their name and address upon request. Speakers must limit their remarks to 5 minutes. Speakers may not yield any remaining time they may have to another speaker, and each speaker has only one opportunity to speak per meeting.

All remarks shall be addressed to the Board as a public body and not to any particular member thereof. Speakers shall observe the commonly accepted rules of courtesy, decorum, and dignity.

Board members may interrupt a speaker during their remarks but only for the purpose of clarification or to ask a question.

This section shall not apply to workshop meetings of the Board as identified in Section 1. No public comment period shall exist for workshop meetings. However, members of the public may be allowed to speak at workshop meetings at the discretion of the Board.

## **Section 11. USE OF RECORDING EQUIPMENT**

All members of the public and all public officials are allowed to make recordings of public meetings. The recording should be done in a manner which does not interfere with the meeting. The Mayor may make the determination as to whether or not a recording is intrusive and may direct the recorder to take steps to minimize interference.

Recording is not allowed during executive session.

#### **Section 12. ADJOURNMENT.**

Meetings shall be adjourned by motion and subsequent majority vote of the Board.

#### **Section 13. AMENDMENTS TO THE RULES OF PROCEDURE.**

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