

Village of Warwick Board of Trustees

Rules of Meeting Procedure

Adopted & Effective May 1, 2023

GENERAL CONSIDERATIONS

Public bodies may, by resolution, adopt rules of procedure in addition to what is required by State statute. The purpose of the written Rules of Meeting Procedure is to provide the board of trustees and the public with an outline of how the meeting will be run.

REGULAR MEETINGS

The regular meeting of the Board of Trustees will be on the first and third Monday of each month. Should the first or third Monday of the month fall on a holiday, the meeting shall be held the first or third Tuesday of the month.

The regular meetings will commence at 7:30 P.M. and be held in the boardroom at village hall.

The regular meetings may be canceled by the direction of the mayor.

Upon cancellation of a regular meeting, the Clerk must post notice on the Village's website and front door to Village Hall.

SPECIAL MEETINGS

Special meetings of the Board of Trustees are all those Board meetings other than regular meetings.

A special meeting may be called by the Mayor or any Trustee and upon notice to the entire Board.

Notice may be given to Board members by telephone, in person, email, or in writing at least 72 hours in advance unless an emergency exists.

QUORUM

A quorum of the Board of Trustees must be present to conduct business.

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A quorum of the five-member Board of Trustees is three members.

EXECUTIVE SESSIONS

Executive sessions will be held in accordance with Public Officers Law § 105.

All executive sessions will be entered into from a properly noticed and convened public meeting.

AGENDA

The agenda of every Board of Trustees meeting will be prepared by the Clerk at the direction of the mayor.

Items to be placed on the agenda by Village staff, Elected or Appointed Officials pertaining directly to village business, including department reports, must be provided to the Clerk no later than 10:00 a.m. the Thursday prior to the meeting.

Items to be placed on the agenda unrelated to village business, such as requests from organizations or individuals other than Village staff, Elected or Appointed Officials, must be provided to the Clerk by 4:00 p.m. the Wednesday prior to the meeting or according to facility use request applications.

Items may be placed on the agenda at any time, including during the meeting, by a majority vote of the Board.

The agenda will be prepared by the Clerk and emailed to Board members and placed on the Village website no later than 4:00 P.M. the Thursday before the meeting.

If necessary, addendums to the agenda may be distributed to the Village Board and posted on the Village website by the Clerk by 4:00 p.m., by the day of the meeting if time allows, but no later than the start of the meeting.

Distribution of the agenda, agenda items, and addendums shall be provided only in digital format unless a request is made to the Village Clerk no later than 4:00 p.m. the Wednesday before the meeting.

Audit and Payment of Claims

Pursuant to Village Law § 5-524, the board of trustees must audit all claims against the village.

Claims must be audited by the village board, officer or employee charged with the

auditing function and may not be paid without the approval of the auditing body (or individual).

Claims to be audited at the first and third monthly regular meeting of the Board of Trustees will be prepared by the Treasurer and available for audit by 4:00 p.m. the Thursday prior to the meeting.

Claims must be audited and signed by a minimum of three Village Board members, or they may not be paid.

If a member of the board of trustees is unable to audit the claims, they must notify the board of trustees and Treasurer's Office no later than 12 p.m. the Friday prior to the meeting.

VOTING

Pursuant to Village Law, each member of the Board of Trustees has one vote. The mayor may vote on any matter but must vote in case of a tie.

A vote upon any question will be taken by "Aye" and "Nay."

When taking votes, the Clerk must record in the minutes for each Trustee whether they voted aye, voted nay, abstained from voting, or were absent. Abstentions and absences are not counted as votes. Abstentions and absences are neither positive nor negative votes; they are simply no vote at all.

For the purposes of determining whether a matter passed, the Clerk must tally the number of "aye" votes.

Unless otherwise specified by State law, a majority of the totally authorized voting power of the Board must vote "aye" for any matter to pass.

MINUTES

Minutes will be taken by the Clerk.

Minutes must consist of a record of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon.

Minutes must be taken at executive session of any vote taken and must consist of a record of the final determination of the action, and the date and vote thereon.

Minutes must include the following:

- The name of the Board;

- The date, place, and time of the meeting;
- Notation of whether a Board member is present or absent, and the Board member's time of arrival or time of departure if different from the time the meeting was called to order and adjourned;
- The names and titles of other village officials and employees present and the approximate number of attendees;
- A record of communications presented to the Board;
- A record of reports made by the Board or other village personnel;
- The time the meeting is adjourned; and
- Signature of Clerk or person who took the minutes if not the Clerk.

ORDER OF BUSINESS

- Call to order;
- Pledge of Allegiance;
- Roll call;
- Approval of previous meeting's minutes;
- Acceptance of reports;
- Authorization to Pay all Approved and Audited Claims;
- Police Report (Second meeting only);
- Public Hearing when applicable;
- Presentations;
- Announcements;
- Correspondence;
- Discussions;
- Public Participation on Agenda Items;
- Motions/Resolutions;
- Reports from the Mayor and Trustees (Second meeting only);
- Public Participation on Non-Agenda Items;
- Final Comments from the Board;
- Adjournment.

GENERAL RULES OF PROCEDURE

The mayor presides at the meeting. In the Mayor's absence, the Deputy Mayor presides.

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 or her to order. If a member is called to order, they must cease speaking until the question of order is determined. If the member is in order, he or she may proceed.

A member may not be limited in the number of times he or she speaks on a question.

Motions to close or limit debate require a two-thirds vote.

GUIDELINES FOR PUBLIC COMMENT

The public may speak only during the meeting's Public Comment period and at any other time a majority of the Board allows.

Speakers must be recognized by the presiding officer.

Speakers must step to the front of the room/microphone.

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

Speakers must limit their remarks to three minutes (this time limit may be changed to accommodate the number of speakers).

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.

The Village Board is not required to accept or respond to questions from the public at meetings but may request that inquiries be submitted in writing to be responded to at a later date.

All remarks must be addressed to the Board as a body and not to individual Board members.

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

GUIDELINES FOR 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 must 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 Board, size of the equipment, the amount of noise generated by the activity, and the ability of the public to observe the meeting.

If the Mayor determines that the recording is interfering with the meeting, the mayor may request the individual alter their behavior to eliminate the interference. If the Mayor's request is not complied with, the mayor may have the individual removed from the meeting room.

The Board has the authority to adopt reasonable rules governing the use of cameras and recording devices during open meetings and those rules must be written, conspicuously posted, and provided to those in attendance upon request.

ADJOURNMENT

Meetings must be adjourned by motion.

AMENDMENTS TO THE RULES OF PROCEDURE

The foregoing procedures may be amended at any time by a majority vote of the Board.