

## BOARD OF TRUSTEE MEETING PROCEDURES

(Adopted 1/14/08; Revised 12/14/09, 12/3/10, 2/25/13, 9/22/14, 3/9/15, 11/23/15, 8/15/16, 2/27/17, 1/8/18 and 9/12/18)

### PURPOSE OF MEETINGS

To conduct the business of the Village of Mamaroneck

### GENERAL INFORMATION

#### REGULAR MEETINGS

The work session meetings of the Board of Trustees will be on the second and fourth Monday of each month, except when changed to accommodate a national or religious holiday, or for such other reason that may be found necessary by the majority vote of the Board of Trustees. The Board of Trustees may add an additional work session meeting each month if the Board of Trustees determines that it is necessary to do so.

The work session meetings will commence at 5:15 p.m. and will be held in the Court Room at 169 Mt. Pleasant Avenue, unless there is a conflict due to a holiday. It is suggested that all Board Members and Staff limit the topics that they discuss to 15 minutes per member.

The regular meeting of the Board of Trustees will be on the second and fourth Monday of each month, except when changed to accommodate a national or religious holiday, or for such other reason that may be found necessary by the majority vote of the Board of Trustees.

The regular meetings will commence at 7:30 p.m. and be held in the courtroom at 169 Mt. Pleasant Avenue.

#### 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 upon notice to the entire Board. Notices for special meetings to Board Members may be given by telephone, e-mail, in person, or in writing at least 24 hours in advance unless an emergency exists.

#### EXECUTIVE SESSIONS

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

All executive sessions will be commenced in a public meeting.

#### MEETING NOTICE

All meetings shall be publicly noticed as required by law including notices forwarded to the official newspapers of the Village, and notices conspicuously posted on the Village website and in one or more designated public locations.

## QUORUM

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

In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

## AGENDAS

The agenda of every work session meeting of the Board of Trustees will be prepared by the Clerk-Treasurer and the Village Manager, and will include such items proposed and circulated to the Board by the Mayor and/or the Trustees. The Mayor and each Trustee may add up to two new items to the agenda as prepared by the Clerk-Treasurer and the Village Manager. The Board of Trustees may approve adding additional items to the agenda.

Items for the work session meeting agendas must be given to the Clerk-Treasurer and the Village Manager by 12 Noon on the Wednesday before the meeting.

The agenda of regular meetings will be prepared by the Clerk-Treasurer and the Village Manager, based on items accepted by the Board at the prior work session. Any emergency items that arise following that week's work session that may be added by the Village Manager or the Clerk-Treasurer.

A draft agenda for the regular meeting will be circulated to the members of the Board of Trustees no later than close of business on the Wednesday before the meeting.

The final regular meeting agenda will be prepared no later than the end of business on the Thursday before the meeting. The agenda will be distributed to the Board, staff, Village's official newspapers and posted on the website of the Village on Thursday.

No item may be added to the agenda, after it is finalized, except by majority vote of the Board of Trustees. If a request is made for an item to be added and this request is denied, the item is automatically added to the agenda of the next regular 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 "yes/aye" and "no/nay."

When taking votes, the Clerk-Treasurer must record in the minutes for each Trustee whether they voted yes, voted no, abstained from voting, or were absent. Abstentions and absences should not be counted as votes. Abstentions and absences are neither positive nor negative votes; they are simply no vote at all. For purposes of determining whether a matter passed, the Clerk-Treasurer must tally the number of yes votes.

Unless otherwise specified by state law, a majority of the totally authorized voting power of the board must vote yes for the matter to pass.

## MINUTES

Minutes will be taken by the Clerk-Treasurer or his/her designee.

Minutes must consist of a record or summary 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 action that is taken by formal vote and must consist of a record of the final determination of the action, the attendees and the date and vote thereon.

Minutes must include the following:

1. Name of the board;
2. Date, place, and time of the meeting;
3. 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;
4. Name and title of other Village officials and employees present
5. Record of communications presented to the board;
6. Record of reports made by Board members or other village personnel;
7. Time of Adjournment; and
8. Signature of clerk or person who took the minutes if not the Clerk- Treasurer.

The minutes may be amended upon request of any Board member to correct any inaccuracies.

## ORDER OF BUSINESS

Call to order

Roll call

Public Presentation(s), to be scheduled by the Board at prior work session. \*

Public Presentations by volunteer committee(s)

Communication to the Board I

\* Public Hearing(s) if necessary

\* Audit of the bills

\* Old business;

New business

Communication to the Board II \*

Reports from the Village Manager, Clerk-Treasurer, Village Attorney, Chief of Police, or their designees.

Reports from Board and Public Announcements

Adjournment

\* Does not apply for work sessions.

## 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 before discussion.

A member, once recognized, may not be interrupted when speaking unless it is to call him/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 may proceed.

A member may not be limited in the number of times he speaks on a question. Motions to close or limit debate require a **majority** vote.

The floor will be opened up to comment from the public, prior to the Board's discussion. Depending on the number of people who wish to speak on an item, the presiding officer may establish a standard time limit of three minutes, or other similar time frame.

After discussion of a motion has been completed, one of the following actions is acceptable:

The member who made the motion may withdraw the motion;

Any member may amend the motion;

If the motion to amend the motion has been seconded, the presiding officer will call for public comment before a vote on the motion to amend the motion;

Any member may make a motion to table an item;

In the event that a motion to table an item has been made and seconded, the presiding officer will call for a vote on such motion to table;

Unless it has been tabled, the presiding officer will then call for a vote on the motion.

## GUIDELINES FOR PUBLIC COMMENT

The public may speak only during the meeting's public comment periods.

Speakers must be recognized by the presiding officer.

Speakers must step to the front of the room.

It is requested that speakers give their name, address and organization, if any.

During the periods for Communication to the Board, the presiding officer may require speakers to limit their remarks to three minutes, or other similar time frame, on a given topic.

Speakers may not yield any remaining time they may have to another speaker.

There may be a time limit on speakers during the public comment periods on specific items up for discussion before the Board, depending on the number of people who wish to speak on a specific subject. Generally, if the number of people who wish to speak on a specific topic is five (5) or more people, at the discretion of the Mayor, time limits of three minutes per person, or other similar time frame, may be applied to each speaker.

During Public Hearings, there will be no time limit on speakers unless there are many individuals who wish to address the Board. (See next bullet.)

The presiding officer may, at his/her discretion, enact a time limit on all speakers especially during meetings where it appears that many individuals wish to address the Board.

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 or members of the audience.

The presiding officer may, at his/her discretion, limit the number of times a speaker may address the Board during a single meeting.

Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

The presiding officer must announce whether limits on the number of speakers and/or time limits for speakers will apply for a public comment period prior to the first public speaker being recognized. The presiding officer may poll the public prior to a public comment period starting in order to ascertain the number of people wishing to speak.

Following the Communications to the Board I, Board members will be afforded the opportunity to make comments.

Interested parties may submit written communications to the Board.

## ADJOURNMENT

Meetings must be adjourned by motion and vote of the Board.

## AMENDMENTS TO THE RULES OF PROCEDURE

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