

Chapter 41

MEETINGS

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[HISTORY: Adopted by the Board of Trustees of the Village of Barker 1-8-1996 by resolution. Amendments noted where applicable.]

§ 41-1. Regular meetings; organizational meeting. [Amended 4-17-2003; 4-1-2013 by Res. No. 9-2013]

The Board of Trustees shall hold regular meetings on the second Monday of each month. Such regular meetings shall commence at 7:00 p.m. and be conducted in the boardroom at Village Hall. The annual organizational meeting of the Village of Barker Board of Trustees shall be held on the first Monday of April at 7:00 p.m. Any deviation of the foregoing paragraph shall be determined by the Board of Trustees.

§ 41-2. Special meetings. [Amended 4-1-2013 by Res. No. 10-2013]

Special meetings of the Board of Trustees are all those Board meetings other than regular meetings. These special meetings may be held at the request of the Mayor alone and/or at the request of two or more Trustees, and the Clerk will notify each member individually, and, in the absence of the Clerk, the Mayor will provide the notification. Notice shall be given by telephone, in person, or in writing. Notice of the special meeting must be given to the news media and posted in one or more places.

§ 41-3. Quorum.

A quorum shall be required to conduct business. A quorum of the five-member Board of Trustees shall be three. In the absence of a quorum, a lesser number may adjourn.

§ 41-4. Executive sessions.

Executive sessions shall be held in accordance with the New York State Public Officers Law § 105. All executive sessions shall be commenced in a public meeting. Funds may not be appropriated or expended in an executive session.

§ 41-5. Agendas.

The agenda 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. When possible, items for the agenda shall be given to the Clerk at least 24 hours before the meeting; however, items may be placed on the agenda at any time, including during the meeting.

§ 41-6. Voting.

- A. Pursuant to 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. The majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by state law.
- B. An abstention, silence or absence shall be considered not a vote for the purposes of determining the final vote on a matter.
- C. A vote upon any question shall be taken by ayes and noes, and the names of the members present and their votes shall be entered in the minutes unless the vote is unanimous.

§ 41-7. Minutes.

- A. Minutes shall be taken by the Clerk. Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.
- B. Minutes shall also include the following:
 - (1) Name of the Board.
 - (2) Date, place and time of the meeting.
 - (3) Notation of presence or absence of Board members.
 - (4) Name and title of other Village officials, employees, and residents present.
 - (5) Record of communications presented to the Board.
 - (6) Record of reports made.
 - (7) Time of adjournment.
 - (8) Signature of Clerk.
- C. Minutes shall be approved at the next Board meeting. Amendments to the minutes shall require Board approval.

§ 41-8. Order of business. [Amended 5-9-2011]

The order of business shall be as follows:

- A. Call to order.
- B. Approval of minutes of previous meeting.
- C. Items on agenda.
- D. Correspondence.
- E. Comments by Trustees, Police and Superintendent of Public Works.
- F. Board signs and approves bills to be paid.
- G. Public comment period.
- H. Adjournment.

§ 41-9. General rules of procedure.

- A. The Mayor shall preside at the meeting. 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.
- B. Motions require a second. A member shall not be interrupted when speaking unless it be to call him/her to order. If a member, while speaking, be called to order, he shall cease speaking until the question of order be determined, and, if in order, he shall be permitted to proceed.
- C. There is no limit to the number of times a member may speak on a question.
- D. Motions to close or limit debate may be entertained but shall require a two-thirds vote.

§ 41-10. Guidelines for public comment.

- A. The public shall be allowed to speak during the public comment period of the meeting and at such other time as recognized by the Mayor.
- B. Speakers must give their name, address and organization, if any.
- C. Speakers must limit their remarks to five minutes on a given topic.
- D. Board members may, with the permission of the Mayor, interrupt a speaker during his or her remarks, but only for the purpose of clarification or information.
- E. All remarks shall be addressed to the Board as a body and not to any member thereof.
- F. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- G. Interested parties or their representatives may address the Board by written communications.

§ 41-11. Adjournment.

Meetings shall be adjourned by motion.

§ 41-12. Amendments to rules of procedure.

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

MEETINGS

41 Attachment 1

Rules for Public Hearings

The presiding officer shall open the public hearing and read the notice of public hearing.

The Clerk shall record the names of those present, and shall take minutes summarizing the comments made.

Each speaker shall be recognized by the presiding officer.

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

Speakers must limit their remarks to five minutes on a given topic.

Board members may ask the speakers for clarification.

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

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

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