

## **RULES OF PROCEDURE – VILLAGE OF BALLSTON SPA**

Regular meetings are held the second and fourth Monday of the month at 7:00 PM in the Ballston Spa Library, 21 Milton Avenue. The schedule of meetings with any exceptions noted is approved annually at the Organizational meeting at the Library the first Monday in April each year at 7:00 PM unless the Village changes its official year, at which point the Organizational meeting shall be held the first Monday in January. The official newspaper is notified of the schedule of meetings. The Clerk contacts Trustees and Department Heads if a meeting has to be cancelled due to lack of a quorum. The official newspaper is notified and said cancellation is posted in the Village Hall and on the Village website and social media pages.

The Mayor shall preside at meetings and in his/her absence the Deputy Mayor shall preside.

A quorum shall be required to conduct business. A quorum of the five (5) member Board of Trustees shall be three (3). 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. An abstention or silence shall be considered a negative vote for the purpose of determining the final vote on a matter. Ayes or nays shall take a vote upon any question, and the names of the members present and their votes shall be entered in the minutes.

The presiding officer may debate, move and take other action that may be taken by other members of the Board.

The presiding officer must recognize board members before making motions and speaking. A member, once recognized shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, were called to order, he/she should cease speaking until the question of order is determined, and, if in order, he/she shall be permitted to proceed.

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

Motions and resolutions require a majority vote to be approved.

Special meetings are called by the Mayor or by any two (2) Board members. The Clerk contacts the members and if a quorum is available, notifies the official newspaper at least 24 hours in advance of the special meeting.

Emergency meetings are called by the Mayor or by any two (2) Board members. The Clerk contacts the members and if a quorum is available, notifies the official newspaper and posts a notice in the Village Hall.

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

The agenda for Village Board meetings shall be set by noon on the Friday before the Monday meeting.

All members of the Board have the right to place items on the agenda provided same is presented to all board members by noon on the Thursday before the Friday meeting.

The Clerk or his/her designee transcribes minutes of regular, special, emergency and executive meetings from audiotapes. They shall consist of: 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 or adjournment, name and title of other Village officials and employees present, brief summary of

public comments, questions & concerns, record or summary of all motions, proposals, resolutions and other matters formally voted upon and the vote thereon, record of communications presented to the Board, record of reports made by Board or other village personnel, time of adjournment, and signature of Clerk or designee. Minutes are placed in Board member mail slots within ten business days with the exception of executive minutes, which are available within five days. The minutes with any amendments are approved at the next Board meeting.

The Public shall be allowed to speak during the public comment period of the meeting or at such other time as recognized to do so by the presiding officer. Speakers may be limited to a specific period of time at the direction of the presiding officer. Speakers must give their name, address and organization, if any. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Board members may interrupt a speaker during their comments, but only for the purpose of clarification or information. Interested parties or their representatives may address the Board by written communications.

For the 2022-2023 year pursuant to the legislation S.50001/A.40001, meetings of the Board of Trustees may be held via video conference and such meetings shall be seen to meet the requirements of the New York State Open Meetings Law. The Mayor and all Board Members shall be on camera during the videoconference unless there are extenuating circumstances. In accordance with the law, the public will be provided with the ability to view the meeting and a transcript will be provided at a later date. This procedure shall be effective until such time as the state of emergency is ended and the law repealed.

The agenda is the order of business for Village Board meeting and shall include:

- 1) Call to Order
  - 2) Pledge to the Flag (Led by a Rotation of Board Members and/or Community Members)
  - 3) Approval of Prior Meeting Minutes
  - 4) Mayor Announcements
  - 5) Liaison Reports
  - 6) Treasurer's Report
  - 7) Presentations
  - 8) Old Business
  - 9) New Business
  - 10) Public Comment Related Only to Agenda Items (3 Minutes per Speaker, Can Be Extended Through Board Interaction/Discussion with Speaker, Not To Exceed 7 Minutes in Total per Speaker)\*
  - 11) Agenda Items for Consideration/Vote
  - 12) Other Business
  - 13) Public Comment on All Village Business (3 Minutes per Speaker, Can Be Extended Through Board Interaction/Discussion with Speaker, Not To Exceed 7 Minutes in Total per Speaker)\*
- \* - If a motion is made prior to the first Public Comment session or a motion not on the Agenda is made subsequent to that session, Public Comment pertaining only to that motion will be offered during the discussion of that new motion for a period of 90 seconds per speaker, which can be extended through Board interaction/discussion with speaker, not to exceed 5 minutes in total per speaker
- 14) Executive Session, if necessary
  - 15) Adjournment/Voucher Audit

Where there is a public hearing, speakers are limited to five (5) minutes, and the minutes cannot be ceded to another speaker.

All members of the public and all public officials are allowed to record public meetings with the exception of executive sessions. The recording shall be done in a manner which does not interfere with the meeting. The presiding officer may make a determination that the recording is being done in an

intrusive matter and request an accommodation to avoid the interference and if not complied with the individual will be asked to leave the meeting room.

The above Rules of Procedures shall be the rules for the Village Board and all other Village Bodies.

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

**Adopted:**