

TOWN BOARD MEETING RULES AND PROCEDURES – 2024-2025

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Greenburgh hereby adopts the following Rules of Order pursuant to Section 63 of Town Law:

Rules of Order of the Town Board of the Town of Greenburgh

- 1. Regular Meetings:** *The Town Board of the Town of Greenburgh (the Board) shall meet at times to be determined by the Board. Regular Meetings shall be held at 7:30 PM on the second and fourth Wednesday of each month, except during the months of July and August when the Board may meet only once on a Wednesday, and December when the Board will meet as needed to ensure the Preliminary Budget is adopted on or before December 20, the date(s) of which will be determined by the Board and announced at a prior Regular Meeting. The second meeting of November may be held on Monday of Thanksgiving week instead of Wednesday due to the National Holiday. The Board may determine to meet on any additional day or date when desirable and when a holiday falls on the second or fourth Wednesday. All Regular Meetings of the Board shall be held in Town Hall.*
- 2. Special Meetings:** *Special Meetings may be called in accordance with New York State Town Law Section 62 by providing notice to all the members of the Board in anyone of the following ways:
 - (a) upon not less than two (2) days written notice served personally or to the residence of each Town Board member; or
 - (b) upon written notice duly postmarked and mailed five (5) days in advance to the residence of each Town Board member.Notice as stated in (a) and (b) above is not required for a Board member who votes at a Regular Meeting to schedule the Special Meeting.

Effort shall also be made to email and/or fax such notice to each Board member who requests such notice, provided such email or fax number is on file with the Town Clerk.

Such notice shall state the subjects to be considered. The presence of any Board member at a Special Meeting shall be conclusive evidence without other proof of due notice to that member of such meeting. Unless a majority of the Board votes otherwise at a Regular Meeting, all Special Meetings shall be held in Town Hall.*
- 3. Work Session Meetings:** *Work Session Meetings of the Board shall be held on Tuesday afternoons beginning at 5:15 PM.*
- 4. Compliance with Sunshine Laws:** *All Regular, Special, and Work Session Meetings of the Board shall be open to the public except for those topics that are exempt from public viewing by the Open Meetings Law or involves an attorney-client privilege.*
- 5. Supervisor shall preside at all meetings:** *The Town Supervisor shall preside at all meetings of the Board, serve as Chair, and preserve order and decorum.*
- 6. Temporary Chair:** *If the Town Supervisor is absent, the Deputy Supervisor shall preside as Chair. If the Deputy Supervisor is also absent or the position was not created or not filled, the Town Clerk shall lead the Pledge of Allegiance, call the Board to order, and call the role of the members. If a quorum is found to be present, the Board shall proceed to elect, by majority vote,*

a Chair Pro Tempore of the meeting to act until the Supervisor or Deputy Supervisor appears, at which time the Chair Pro Tempore shall surrender the chair.

- 7. Appeals from decision of the Chair:** *The Chair shall preserve decorum and decide all questions of order, subject to appeal of the Board. Once a motion for an appeal from a decision of the Chair is made, and seconded, no further dialogue or debate may take place. An appeal from a decision of the Chair shall be carried by a majority of the Board.*
- 8. Substitution for Chair:** *The presiding Chair at a meeting may call any other Board member to take his or her place as Chair, but the substitution shall not extend beyond adjournment.*
- 9. Public record:** *All Regular and Special Meetings of the Board shall be recorded by video or digital recording in order to create a public record of the Board's proceedings, unless at least three (3) Board members vote to dispense with this requirement when extraordinary circumstances exist. The Town Clerk shall prepare and maintain meeting minutes as required by NYS law. The name of each Board member present and each member's vote on every act, motion or resolution, taken by yeas and nays, shall be entered in the minutes.*
- 10. Meeting schedule:** *There shall be an advance calendar of the Regular Meetings and Work Session Meetings for the year. The calendar shall be available to the public in the Town Clerk's office, in the Library, and posted on the Town's Web site.*
- 11. Quorum:** *Three members of the Board shall constitute a quorum for the transaction of business, except that a lesser number may adjourn.*
- 12. General conduct of Regular Meetings.** *The order of business shall be as follows:*
 - Call to order*
 - A. Pledge of Allegiance*
 - B. Moment of Silence, if necessary*
 - C. Roll Call*
 - D. Awards, Proclamations and Presentations (limited to 20 minutes)*
 - E. Board Announcements*
 - F. Liaison Reports*
 - G. Public Hearings*

Advance signup is required. A continuous five-minute limit per speaker per hearing will be strictly enforced. The clock will start when a speaker begins speaking and will not be stopped for any reason until the speaker is finished or five minutes has elapsed, whichever occurs first. Interruptions by Town Board members, the Town Clerk or the public will not be permitted. If a speaker insists on an immediate answer, should an answer be provided, it shall be part of the speaker's five minute allocation and not be interrupted. There will be a second five-minute round unless the hearing is going to be adjourned to a subsequent hearing date. If the hearing is going to be adjourned to a subsequent hearing date, the Town Board may waive the second round. Any written comments sent to PublicComment@GreenburghNY.com by 6 PM the day of the hearing will be forwarded to all Town Board members in advance of the meeting for their consideration. Written comments will not be read at the meeting unless the original author is present to do so.
 - H. Public Comment Session*

Advance signup is required. A continuous five-minute limit per speaker will be strictly enforced. The clock will start when a speaker begins speaking and will not be stopped for any reason until the speaker is finished or five minutes has elapsed, whichever occurs first. Interruptions by Town Board members, the Town Clerk or the public will not be permitted. If a speaker insists on an immediate answer, should an answer be provided, it shall be part of the speaker's five-minute allocation and not be interrupted. There will not

be a second five-minute round. Any written comments sent to PublicComment@GreenburghNY.com by 6 PM the day of the hearing will be forwarded to all Town Board members in advance of the meeting for their consideration. Written comments will not be read at the meeting unless the original author is present to do so.

- I. Introduction of Local Laws, if necessary
- J. Board and Commission Appointments
- K. Motions and Resolutions
- L. Adjournment – Meeting ends no later than 11:00 PM

No personal attacks on any individual shall be permitted. No one shall be permitted to engage in behavior which disrupts the formality of a Board meeting. Members of the public shall only speak when recognized by the Chair and shall address their remarks to the Board. The Chair's denial of a person requesting the opportunity to speak or allowance of a speaker to deviate from these Rules shall be subject to appeal by the Board.

- 13. Regular Meeting Agendas:** The Town Clerk or Designee shall prepare the Draft Tentative, Tentative, and Final Town Board meeting agendas, as authorized by the Town Board. All local laws, acts, resolutions, reports and other matters proposed to be placed upon the agenda for a Regular of the Town Board shall be submitted to the Town Clerk or Designee by noon (12:00 PM) of the Monday one week before the Wednesday meeting of the Town Board in order to be considered for placement on the agenda for that meeting.

At 5:00 PM of the Thursday before the Regular Meeting, the Town Clerk shall label the agenda "Draft Tentative Town Board Meeting Agenda" and email it, if a board member so requests, to all Board members.

The Board members shall have until 3:00 PM of the Friday before the Wednesday meeting to remove or add any item on the agenda, provided there is the concurrence of three Board members. Thereafter, the Draft Tentative Town Board Meeting Agenda shall no longer be a Draft and shall, as modified by the Town Board, be posted on the Town's Web site, posted on the Town Hall and Library entrance bulletin boards, and e-mailed to civic association leaders and others requesting such notice.

In extraordinary circumstances, provided adequate notice is given to the public via the Town Web site and/or email, to add an agenda item after the agenda has been published shall require a unanimous vote of all five Town Board members.

- 14. Holding over an agenda item:** Notwithstanding paragraph 20, any member of the Town Board may hold over for consideration at the next Regular meeting any item on the agenda that has not been previously held over, provided the member so indicates prior to the call for yeas and nays on the vote for the item. The call to hold over an item shall not be subject to debate or discussion and shall not be subject to appeal by the Board. The Chair shall rule any such debate, discussion, or appeal out of order.
- 15. Motion to lay on the table:** Any member of the Town Board may make a motion to lay on the table. The motion is to remove the main motion from consideration until its consideration is resumed by the Town Board. There is no debate on such a motion and, if there is a second, the motion to lay on the table shall immediately be put to a vote. A motion to lay on the table, if seconded and approved by majority vote, shall preclude any amendments and debate on the main question.
- 16. Motion to call the question:** The motion to call the question, if seconded and approved by majority vote, shall terminate debate and demand a vote on any motion or amendment thereto then under debate or consideration before the Town Board. A vote on a motion to call the

question shall be taken only after each member of the Board has had at least one opportunity to speak to the issue before the Board.

- 17. Motion to divide the question:** *If any question contains more than one distinct proposition, it shall be divided by the Chair at the call of any one member.*
- 18. Motion to reconsider:** *A motion for the reconsideration of a vote on any local law, act, or resolution may be made by any member of the Town Board having voted on the prevailing side. No such motion shall be in order unless made on the same meeting day when passed by the Board or at the next meeting. In case of a local law or act, the motion to reconsider must be made prior to the Town Clerk sending such to the Secretary of State.*
- 19. Majority vote of entire Board required:** *Unless a greater number is needed pursuant to these Rules, pursuant to Town Law Section 63, every act, motion or resolution shall require for its adoption the affirmative vote of at least three members of the Board.*
- 20. Suspending the Rules:** *An affirmative vote of at least four (4) Town Board members shall be required to suspend these Rules of Order.*
- 21. Procedures not covered:** *The latest commercially available revision of Robert's Rules of Order shall govern the procedures of the Board in all cases when not inconsistent with the foregoing Rules or state or local laws, rules, ordinances or regulations.*
- 22. Amendments:** *These Rules of Order, after adoption, may be modified by motion, a second, and the concurrence of at least four (4) Board members at a regularly scheduled Town Board meeting provided the full text of the amendment is announced and available to the public at a prior regularly scheduled Town Board meeting.*