

ROLL CALL, MINUTES, ABSENCES: At any every meeting of the Board, upon the members being called to order, the attendance shall be taken by the Clerk. The Minutes of the preceding meeting, when available, shall then be presented for approval to the end that any corrections, alterations, or additions may be made. It shall be improper to object to approval of the minutes without offering a correction in the same meeting pursuant to Roberts' Rules. In all cases when an order, resolution or a motion shall be entered in the Minutes of the Board, the name of the member presenting or moving the same and seconding shall be entered.

ORDER OF BUSINESS: The Order of Business of each session shall be:

1. Call to order
2. Pledge of Allegiance or National Anthem
3. Consideration of the Minutes of the preceding meeting(s);
4. Public Comment reserved for items that specifically appear on the meeting agenda, limited to 3 minutes per speaker, unless a motion is made and seconded for an extension. These may be granted in 30 second increments per speaker; **public comment should not address any Board member or village employee specifically, shall not contain derogatory or defamatory comments, and shall not be redundant from meeting to meeting. Comment during this period should reflect items on the agenda for a given meeting. Any speaker who violates such rules may be deemed out of order. The Board of Trustees shall not feel compelled to respond to any member of the public except under a point of personal privilege, if desired. A motion to recess for a specified length of time may be made and voted on if a speaker is out of order where the vote of a majority of the Board is the controlling factor. The Mayor will enforce such rules as adopted by this code during public comment to maintain decorum and order at the business meeting. Members of the public are not permitted open comment or discussion except during designated sections of the meeting and may be asked to refrain or leave a meeting if they cannot refrain. The police officer present will serve as Sergeant at Arms as need arises.**

5. The consideration of Communications, Local Laws and Resolutions submitted by Board members prior to the preceding clock-in deadline;
6. Reports from Department Heads;
7. Discussion of New Business (which may or may not result in action taken by the Board if a proper motion is made and seconded);
8. Suspension of the Rules, where a majority of the full Board is required to vote to take up an item prior to discussion (otherwise item will remain on the agenda for the following meeting where it will be discussed);
9. Discussion of Old Business;
10. Bills (unless included in consent agenda);
11. Permits and Applications (unless included in consent agenda);
12. Village Attorney Report;
13. Trustee Reports;
14. Reports of Standing Committees;
15. Public Comment on any item germane to the Board where the same rules apply as section 4

16. Executive Session, if necessary; and

17. Adjournment. The Chair in his or her discretion may change the Order of Business at any session except as otherwise provided.

During regular meetings, the Mayor has the floor for all agenda assignments, yet may yield the floor at his or her discretion. As the Mayor assigns any item submitted to a committee or for discussion, including resolutions or any other open item requested for immediate consideration, or makes any other change to the assignment of agenda items, no debate or discussion shall be in order unless properly objected to and sustained.

Agenda assignments or changes can be appealed pursuant to Roberts' Rules.

**TIME FOR PRESENTATION TO CLERK:**

All petitions, resolutions, offers, or communication of whatever nature shall be submitted to the Clerk of the Village before 12:00 pm, three (3) full business days prior to a regular meeting date, for presentation at the next meeting. For the purpose of this rule, business day shall be defined as Monday through Friday from 9 am to 5 pm. In the event that three business days before a meeting is a recognized holiday or a recognized holiday occurs within three business days before a regular meeting date, the appropriate clock-in day will be the first business day of the week in which the regular meeting date is held. An agenda of all matters before the Board of Trustees shall be prepared by the Clerk, who shall determine the particular order of agenda items in keeping with rules as otherwise adopted.

**ALL POINTS OF ORDER NOT COVERED BY THESE RULES:** On all points of order not governed by the rules of this document, the most recent edition of Robert's Rules of Order shall prevail. In the event that a point of order shall arise which shall not be covered by either the Rules of Order or by the most recent edition of Robert's Rules of Order, the Rules of the Erie County Legislature shall be followed.

**COMMITTEE REPORTS:** No report shall be made by any committee on any subject referred to it except by a majority vote of the total membership of the committee unless the Board

otherwise directs. All reports of committees shall be in writing and presented to the Board for consideration at the next succeeding regular session of the Board, unless other extenuating circumstances warrant. Where a Board member is seated as ex-officio and the committee holds a public meeting with a quorum, a Board member may bring meeting minutes for approval by the Board. If a Board member does not attend or a committee is unable to make quorum after 60 days, draft minutes become finalized automatically.

**APPOINTMENTS AND CONFIRMATIONS:** All appointments by the Mayor outside of the annual re-organizational meeting shall follow the rules for clock-in or be subject to suspension. The Mayor or Clerk, as his designees, shall formally submit, in writing, the notice of candidacy for the position as part of the regular agenda process.

**PURCHASE OVER \$20,000:** The sum of \$20,000.00 is hereby fixed as the limit above which any purchases for contract for supplies may not be made without public advertisement. On purchases under \$20,000.00, as far as practicable, it is advised to obtain at least three quotes or estimates on every purchase, except where a vendor will extend GSA contract pricing to the Village.

**AUDIO RECORDING:** Audio recording of the public proceedings of the Village's sessions, committee meetings and public hearings shall be permitted under the following conditions that any unobtrusive audio recorder may be used provided that such recording is restricted to the open and public areas;

**VIDEO RECORDING:** Video recording of the public proceedings of the Village's sessions, committee meetings and public hearings shall be permitted under the following conditions that any unobtrusive video recorder may be used provided that such recording is restricted to the open and public areas and that no light, visible signal or audible sound shall be used on any video equipment to indicate that the equipment is operating.

**AMENDMENT OF RULES:** These rules shall not be rescinded, altered, or amended, nor shall any additional rule be added, except by a majority vote of the total members of the Board, and only after at least one day's notice in writing, filed with the Clerk. Any additions to the Rules of Order shall be underlined and deletions shall be bracketed [ ] or marked-up using the Track Changes function in Microsoft Word.

EFFECTIVE DATE: These rules shall be effective immediately upon adoption by a majority vote of the total membership of the Board and then as part of the annual re-organization.

DRAFT