

## PROCEDURES FOR CONDUCTING BUSINESS AT PUBLIC MEETINGS

### **Quorum**

1. A majority of the Town Board shall constitute a quorum for the purpose of transacting business but a lesser number may adjourn a Town Board Meeting or Workshop.

### **Workshop**

1. The agendas for all Town Board Workshops shall be posted on the Town website at least twenty-four hours prior to the Workshop. Agenda items may be added after the posting of such agenda if circumstances call for such addition. If there are documents pertinent to the discussion of an agenda item, those documents shall be attached to the agenda when possible.
2. Questions and responses on each agenda item may be directed to Town Board members, and/or employees, such as the Town accountant, and consultants.
3. The public will be allowed to comment and/or direct questions to the Town Board and/or any other speaker after all members of the Town Board have had the opportunity to discuss the agenda item
4. Members of the public may ask follow up questions where pertinent.
5. The Chairperson will entertain questions and comments from members of the public in an orderly fashion. If upon a showing of hands, a large segment of the public wish to speak, the Chairperson will entertain questions and comments from members of the public starting from the front row and work toward the back.
6. After all members of the public have been given the opportunity to speak, anyone who wishes to add a comment or a question may do so.
7. The Town Board will conduct a regular meeting after each work session to act on those agenda items discussed at the previous workshop. Agenda items discussed at a workshop may be voted on at a Town Meeting conducted the same night only if those items are perfunctory in nature.
8. Members of the public shall have an opportunity to suggest items of new business to be considered and placed on the agenda for a future workshop.

### **Town Board Meetings**

1. The agendas for all Town Board Meetings shall be posted on the Town website at least twenty-four hours prior to the Meeting. Agenda items may be added after the posting of such agenda if the items are time sensitive and circumstances call for such addition. If there are documents pertinent to the discussion of an agenda item, those documents shall be attached to the agenda whenever possible
2. The Town Board will address each agenda item and allow public discussion and/or comment prior to voting on the agenda item. The procedure for taking questions and/or comments from members of the public will be the same as that outlined for the conduct of workshops except that the public will be allowed to ask questions and/or comment on agenda items before Town Board members are given the opportunity to do so.
3. In the event that there is a presentation by an employee or a consultant, the Chairperson shall allow public comment following the presentation as outlined above.
4. Members of the public will have an opportunity to raise questions or comments on any correspondence on the list provided by the Town Clerk. If a member of the public would like his or her correspondence answered by the Town Board, he or she should submit the correspondence on or before the Wednesday preceding the Town Board Meeting.
5. The Town Board will attempt to answer all questions that are raised. Any questions that cannot be answered at that time or which the Town Board will need additional information will be deferred to the next workshop/meeting.
6. Members of the public will have an opportunity at the end of each meeting to raise issues constituting new business.

### **Public Hearings**

Public Hearings shall be conducted following the same procedure outlined for Workshops. At the conclusion of a public hearing, there shall be a period set forth for the public to submit comments in writing to the Town Board. The Town Board

shall not vote on the subject of the public hearing until the Town Board Meeting following the expiration of the period for written comments.

### ***Special Meetings***

Special Meetings, when necessary, shall be held at the call of the Town Clerk upon the direction of the Supervisor or upon filing with the Town Clerk a written request by three members of the Town Board. Only business specified in the notice may be transacted at the Special Meeting. Notice shall be given at least 48 hours prior to such meeting, unless urgent and extraordinary circumstances exist which would necessitate a Special Meeting be held on less than 48 hours notice. Such urgent and extraordinary circumstances must be delineated in the notice.

### ***Videotaping of Town Board Workshops, Meetings and Public Hearings***

For the safety of those present, the public may videotape the meetings by the jury box, from the same location that the regular video photographer tapes the meetings. (Per Town Board Resolution #516, December 6, 2010)