

RULES OF PROCEDURE

REGULAR MEETINGS

- The regular meetings of the Board of Trustees will be on the second and fourth Tuesday of each month.
- The regular meetings will commence at 5 P.M. and be held in the boardroom at the village hall.

SPECIAL MEETINGS

- Special meetings of the Board of Trustees are all those Board meetings other than regular meetings.
- A special meeting may be called by the Mayor or any Trustee upon notice to the entire Board.
- Notice may be given to Board members by telephone, in person, email, or in writing at least 72 hours in advance unless an emergency exists.

QUORUM

- A quorum of the Board of Trustees must be present to conduct business.
- A quorum of the five-member Board of Trustees is three members.

EXECUTIVE SESSIONS

- Executive sessions will be held in accordance with Public Officers Law § 105.
- All executive sessions will be entered from a properly noticed and convened public meeting.

AGENDA

- The agenda of every Board of Trustees meeting will be prepared by the Clerk at the direction of the Mayor.
- The Mayor or any Trustee may have an item placed on the agenda on at least 24 hours' notice.

- When possible, items for the agenda must be given to the Clerk by Noon, the Friday before the meeting.
- Items may be placed on the agenda at any time, including during the meeting by a majority vote of the Board.
- The agenda will be prepared and emailed to Board members no later than 5:00 P.M. the day before the meeting.
- If necessary, a supplemental agenda may be distributed at the beginning of the meeting.

VOTING

- Pursuant to Village Law, each member of the Board of Trustees has one vote. The Mayor may vote on any matter, but must vote in case of a tie.
- A vote upon any question will be taken by “yes” and “no.”
- When taking votes, the Clerk must record in the minutes for each Trustee whether they voted yes, voted no, abstained from voting, or were absent. Abstentions and absences are not counted as votes. Abstentions and absences are neither positive nor negative votes; they are simply no vote at all.
- For the purposes of determining whether a matter passed, the Clerk must tally the number of “yes” votes.
- Unless otherwise specified by State law, a majority of the totally authorized voting power of the Board must vote “yes” for any matter to pass.

MINUTES

- Minutes will be taken by the Clerk.
- Minutes must consist of a record of all motions, proposals, resolutions, and any other matter formally voted upon and the vote thereon.
- Minutes must be taken at executive session of any vote taken and must consist of a record of the final determination of the action, and the date and vote thereon.
- Minutes must include the following:
 - The name of the Board;
 - The date, place, and time of the meeting;
 - Notation of whether a Board member is present or absent, and the Board member’s time of arrival or time of departure if different from the time the meeting was called to order and adjourned;
 - The names and titles of other village officials and employees present and the approximate number of attendees;
 - A record of communications presented to the Board;
 - A record of reports made by the Board or other village personnel;
 - The time the meeting is adjourned; and
 - Signature of Clerk or person who took the minutes if not the Clerk.

- Minutes must be approved by the Board, and the Clerk would provide the final version of minutes within two Board meetings and may be amended only by a majority vote of the Board

ORDER OF BUSINESS

- Call to order;
- Roll call;
- Approval of previous meeting's minutes;
- Report of officers and committees (list);
- Public comment period;
- Old business;
- New business;
- Appropriations;
- Auditing; and
- Adjournment.

GENERAL RULES OF PROCEDURE

- The Mayor presides at the meeting. In the Mayor's absence, the Deputy Mayor presides.
- The presiding officer may debate, make motions, and take any other action that other Board members may take.
- Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking.
- Motions require a second.
- A member, once recognized, may not be interrupted when speaking unless it is to call him or her to order. If a member is called to order, they must cease speaking until the question of order is determined. If the member is in order, he or she may proceed.
- A member may not be limited in the number of times he or she speaks on a question.
- Motions to close or limit debate require a two-thirds vote.

GUIDELINES FOR PUBLIC COMMENT

- The public will have opportunities to comment on specific agenda items when they occur in the meeting and also on general matters at the end of the meeting.
- Speakers can comment once in each comment window if it is on a specific agenda item. It is not a debate, a deposition, or a panel discussion.
- Speakers must step to the front of the room, if physically able. Alternatively, they may provide comments from where they are seated.

- If an attendee is participating via web conference technology, such as Zoom, the clerk will announce how attendees should signal that they wish to comment. This may differ by platform, but is typically accomplished through the “Raise Hand” feature.
- Speakers must give their name, address and organization. There shall be an exemption for any category of people protected by NYS Law.
- Speakers must be recognized by the presiding officer. Speakers must limit their remarks to three (3) minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker.
- Board members may, with the permission of the Mayor, only interrupt a speaker during their remarks for the purpose of clarification or information.
- Speakers must observe the commonly accepted rules of courtesy, decorum, dignity, and good taste.
- Interested parties or their representatives may address the Board by written communications to villageclerk@villageofpittsford.com. All written communications will become part of the public record. At the sender’s request, written communications will be read aloud by the clerk at the meeting and will adhere to the 3-minute time limit.
- If printed materials or other media are provided by attendees during the meeting, they must be submitted to the Village Board with optional distribution to audience members. All materials will be part of the public record. Private distribution of materials to audience members only is prohibited.

GUIDELINES FOR USE OF RECORDING EQUIPMENT

- All members of the public and all public officials are allowed to tape or video record public meetings.
- Recording is not allowed during executive sessions.
- The recording must be done in a manner which does not interfere with the meeting.
- The Mayor may make the determination that the recording is being done in an intrusive manner, taking into consideration, but not limited to brightness of lights, distance from the Board, size of the equipment, the amount of noise generated by the activity, and the ability of the public to observe the meeting.
- If the Mayor determines that the recording is interfering with the meeting, the Mayor may request the individual alter their behavior to eliminate the interference. If the Mayor’s request is not complied with, the Mayor may have the individual removed from the meeting room.

- The Board has the authority to adopt reasonable rules governing the use of cameras and recording devices during open meetings and those rules must be written, conspicuously posted, and provided to those in attendance upon request.

ADJOURNMENT

- Meetings must be adjourned by motion.

AMENDMENTS TO THE RULES OF PROCEDURE

- The foregoing procedures may be amended at any time by a majority vote of the Board.