

Resolution of the Town of Farmersville

Francis Pete Lounsbury, Supervisor

Members of the Town Council: Dale Scurr | Pamela Tilton | Mark Heberling | Richard Westfall
Clerk: Bridget Holmes

DATE: _____

RESOLUTION NUMBER: _____ YEAR: _____

MOVED BY: _____ SECOND BY: _____

TITLE: **Resolution Establishing Rules of Order and Procedure for Official Meetings of the Farmersville Town Board; Referred to as "RULES OF ORDER"**

WHEREAS, Section 63 of the Town Law provides that a Town Board may determine the rules of its procedure and establishes certain procedures that may not be altered except by resolution of the Town Board; now therefore be it

RESOLVED, that the following Rules of Order be hereby adopted pursuant to Section 63 of the Town law:

Town of Farmersville Rules of Order

GENERAL RULES

1. The supervisor, when present, shall preside at the meeting of the Town Board. In the absence of the supervisor, the deputy supervisor shall preside. In the absence of the supervisor and deputy supervisor, the other members of the town board present shall designate one of their members to act as temporary chairman of the meeting. If the supervisor returns, he shall commence presiding at the meeting. This rule applies to public hearings and any other official meetings of the Town Board.
2. A majority of the town board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.
3. The vote upon every question shall be taken by the ayes and noes, and the names of the members present and their votes shall be entered in the minutes.
4. Every act, motion or resolution shall require for its adoption the affirmative vote of a majority of all the members of the town board except in such instances where a larger number of affirmative votes are required by these Rules of Order.
5. The town board may determine the rules of its procedure, and the supervisor may, from time to time, appoint one or more committees, consisting of members of the board, to aid and assist the board in the performance of its duties.
6. The supervisor may offer or second a resolution or a motion.

7. Petitions and Requests from the Floor:

- a. The Supervisor and Town Board may allow any member of the audience to speak to the Supervisor and Town Board during the period of the meeting identified on the agenda as "Petitions and Requests from the Floor."
- b. Any such person wishing to speak to the Town Board shall state their name, address and topic they wish to address.
- c. Persons speaking to the town board shall address to the town board and not to other members of the audience in the form of a debate.
- d. Each person shall be limited to three minutes of public comment, unless a majority of the Town Board present, by motion, grants additional time as stated.
- e. The Supervisor or chairman of the meeting shall immediately suspend, and may cause the removal of, any person acting inappropriately.
- f. No member of the public shall engage in inappropriate behavior or otherwise disrupt the formality of a town board meeting.
- g. Rule number seven and all subsections shall apply to the procedures of public comment during public hearings and any other special or committee meetings of the Town of Farmersville.
- h. The Clerk shall cause the information presented by members of the audience speaking to the town board to appear in the official minutes in their entirety.

8. Debate shall not begin on a resolution, local law, or otherwise debatable motion until it has been moved by a town board member and seconded by another town board member.

9. With the exception of any action and/or motion deemed to be procedural in nature (i.e. motions to approve minutes, approval of abstracts and vouchers, motions to enter executive session, motions to adjourn and any other motions that shall be deemed procedural in nature), all resolutions, local laws and otherwise debatable motions shall be dated, appropriately titled and numbered. The Town Clerk shall cause the dated, appropriately titled and numbered actions to be chronologically sorted by year.

10. Actions and Procedures:

- a. Best efforts shall be made, except in emergent situations as determined by the Town Supervisor, or their designee, to have resolutions and local laws to be considered by the town board at a regular or special meeting to be available to each town board member the day prior to the meeting;
- b. This rule shall not apply to typical procedural actions such as motions to approve minutes, approval of abstracts and vouchers, motions to enter executive session, motions to adjourn and any other motions that shall be deemed procedural in nature;
- c. A majority of board members shall be necessary to bring a resolution into immediate consideration;

11. Order of Agenda:

- a. Pledge of Allegiance
- b. Roll Call
- c. Approval of Minutes
- d. Public Hearing (if scheduled)
- e. Approval of items (such as abstracts)
- f. Reports from Department Heads
 - i. Highway Superintendent
 - ii. Supervisor
 - iii. Town Clerk
 - iv. Justices
 - v. Other, as needed
- g. Outside Communications
- h. Committee Reports
- i. Reports from Board Members
- j. Petitions & Requests from Floor
- k. Old Business
- l. Immediate Requests
- m. New Business
- n. Adjournment

12. A majority of the town board members shall be required to suspend these rules of order.

13. If for any reason the Rules of Order of the Town of Farmersville conflict with the statutory law, the statutory law shall take precedence.

The resolution as stated above is hereby adopted by a majority vote of the Town of Farmersville Town Board at an official meeting held on the 10th day of January in the year 2022, the ayes and nays take and recorded below:

_____ Fran Peter Lounsbury, Supervisor

_____ Dale Scurr, Councilmember

_____ Pamela Tilton, Councilmember

_____ Mark Heberling, Councilmember

_____ Richard Westfall, Councilmember

CERTIFIED: _____
 Bridget Holmes, Clerk
 Town of Farmersville