

PUBLIC CONDUCT GUIDELINES AND PROCEDURE GUIDELINES FOR PUBLIC BODIES

For purposes of these guidelines, the following definitions shall apply:

CHAIRPERSON

The Town Supervisor for the Town Board, and the Chairperson for the Planning Board, Zoning Board of Appeals, Comprehensive Plan Update Committee, Conservation Advisory Council, Conservation Easement Review Board, and Traffic Safety Committee, or their designee.

PUBLIC BODY

The Town Board, Planning Board, Zoning Board of Appeals, Comprehensive Plan Update Committee, Conservation Advisory Council, Conservation Easement Review Board, and Traffic Safety Committee.

A. PUBLIC CONDUCT GUIDELINES

1. The Chairperson of a public body shall preside at all meetings and shall preserve order and decorum at the public meeting.
2. Any persons speaking to a public body, with the consent of the Chairperson, shall address their comments to the public body, and not to other members of the audience.
3. Unless authorized by the Chairperson, all public comment shall be made at the designated microphone and lectern.
4. No member of the public shall engage in any demonstration, shouting, booing, hand clapping, threats, or other disruption of the order and decorum of a meeting.
5. Unless allowed by the Chairperson, no signs, posters or other visual displays of any type are allowed in the board room.
6. These public conduct guidelines shall apply in the board room and elsewhere in the buildings and grounds.
7. The Chairperson may order the removal of any person who violates these guidelines.

8. The Chairperson may summon a police officer, suspend a meeting, and/or direct the public and members to leave the board room or grounds if there is a threat to person or property.

B. PROCEDURE GUIDELINES FOR PUBLIC BODIES

1. At the start of the meeting, the Chairperson shall determine that a quorum of the whole public body is present, and shall open the meeting and proceed to the regular order of items on the agenda.
2. The Chairperson shall instruct all persons wishing to address the public body to state their names. If the Chairperson anticipates a large number of speakers, the Chairperson may announce rules that prescribe the time to allotted to each speaker. When circumstances permit, any rules prescribing time to speak should be posted in advance on the Town website, in the public notice, and at the start of the meeting.
3. No member of the public shall speak more than once on any questions until every member choosing to speak shall have spoken, nor more than twice in any case without leave of the Chairperson.
4. At the close of a public hearing, the Chairperson may grant the applicant or member of the public a reasonable opportunity to be heard on any question or subject on the matter under consideration.
5. A resolution or motion must be seconded before being put to a vote by the Chairperson by roll call vote, except that a motion to adjourn may be made by acclamation.
6. The Chairperson may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
7. When a resolution or motion has been seconded, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone and refer an issue to another public body, or federal, state, or county agency, or (d) to amend the resolution or motion. These listed motions are neither amendable nor debatable.
8. No motion shall be made to offer any amendment to an amendment already before the public body on any proposition.
9. A majority vote of all the members of the public body shall be required to suspend these guidelines. A majority of the whole public body shall constitute a quorum.

10. All resolutions or motions shall be recorded in their entirety and the votes of each member thereon shall be kept in the official minutes of the public body.
11. If these guidelines are or become at any time in conflict with the statutory law, the statutory law shall take precedence.