



ATTACHMENT #2

**VILLAGE OF MASTIC BEACH
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Mastic Beach, NY 11951
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RULES OF PROCEDURE

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.
- In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

Executive Sessions

- Executive sessions will be held in accordance with Public Officers Law §105.
- All executive sessions will be commenced in a public meeting.

Agendas

- The agenda of every meeting of the Board of Trustees 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.
- 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 provided to board members no later than 24 hours before a meeting. The agenda will be placed in each Trustee's mailbox at Village Hall.
- 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 up on 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 should not be 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 the matter to pass.

Minutes

- Minutes will be taken by the Clerk, or in the Clerk's absence, an employee from the office of the Village 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 action that is taken by formal vote and must consist of a record of the final determination of that action, and the date and vote thereon.
- Minutes must include the following:

Name of the Board; 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; Name and title of other village officials and employees present; Record of communication presented to the Board; Record of reports made by the Board or other village personnel; Time of Adjournment; and Signature of Clerk or person who took the minutes, if not the Clerk.
- Minutes must be approved by the Board at the next board meeting. The minutes may be amended only upon Board approval.

Order of Business

- Unless otherwise agreed upon by the Board by majority vote, the Order of Business shall proceed in the following sequence:

Call to order, Approval of minutes, Public Hearings, Resolutions, Appointments, Proclamations, Mayor Report, Trustees' Reports, Staff Reports, Public Comment Period, 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.
- No Board member shall speak more than twice during the same meeting to the same question (only once on an appeal), nor longer than ten minutes at one time, without leave of the Board which requires a majority of the Board.
- A member, once recognized, may not be interrupted when speaking unless it is to call him/her to order. If a member is called to order, they must cease speaking until the questions of order is determined. If the member is in order, he/she may proceed.
- Motions to close or limit debate require two-thirds vote.

Guidelines for Public Comment

- The public may speak, after signing into the Village's public-comment sign-in book, only during the meeting's Public comment period at all work-session and regular-session Board meetings, the comment period during a public hearing, and at any other time when a majority of the Board allows.
- Speakers must be recognized by the presiding officer. Speakers must step to the area designated for public comment.
- Speakers must give their name and organization, if any.
- Speakers must limit their remarks to five 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, interrupt a speaker during their remarks, but only for the purposes of clarification or information.
- All remarks must be made to the Board as a body and not to individual Board members. Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

Guidelines for Public Comment (Continued...)

- Interested parties or their representatives may also address the Board by written communications.

Guidelines for Recording Equipment

- The Village shall record, by video, all public meetings, including live stream whenever and wherever possible.
- All members of the public and all public officials are allowed to tape or video record public meetings.
- The recording must be done in a manner which does not interfere with the meeting.
- Recording of any kind is not allowed during executive sessions.
- The Mayor may make the determination that a recording, other than one undertaken by the Village, is being done in an intrusive manner, taking into consideration, but not limited to, brightness of lights, distance from the Village Board, size of the equipment, the amount of noise generated by the activity, and the ability of the public to still participate in the meeting.
 - If the Mayor determines that the recording is interfering with the meeting, the Mayor may request the individual alter his 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 proved 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.

Adopted by Resolution of the Board: April 25, 2016