

**VILLAGE OF HOOSICK FALLS
ORGANIZATIONAL MEETING**

August 19th, 2024

**RESOLUTION ADOPTING RULES OF PROCEDURE FOR THE BOARD
OF TRUSTEES OF THE VILLAGE OF HOOSICK FALLS**

WHEREAS, Village Law § 4-412 provides that the Board of Trustees may determine its own rules of procedure;

NOW, THEREFORE BE IT RESOLVED by the Board of Trustees of the Village of Hoosick Falls that the following rules of procedure are adopted pursuant to Village Law § 4-412:

1. **REGULAR MEETINGS:** The Board of Trustees' Regular Meetings are held on the 2nd Wednesday of the month, commencing at 6 p.m. at the Village Highway Garage located at 7 Waterworks Road. The Regular Meeting schedule is as follows:
 - a. April 10th, 2024
 - b. May 8th, 2024
 - c. June 12th, 2024
 - d. July 10th, 2024
 - e. August 14th, 2024
 - f. September 11th, 2024
 - g. October 9th, 2024
 - h. November 13th, 2024
 - i. December 11th, 2024
 - j. January 8th, 2025
 - k. February 12th, 2025
 - l. March 14th, 2025

m. The next Village Organizational Meeting is set for Tuesday, April 1st, 2025, as that is when the newly elected terms will begin.
2. **SPECIAL MEETINGS:** Special meetings of the Board of Trustees are all Board Meetings other than Regular Meetings. A Special Meeting may be called by the Mayor or Deputy Mayor upon notice to the entire Board. Notice must be given to each member of the Board of Trustees by telephone, in person, or email at least 24 hours in advance of the meeting, unless an emergency requires the meeting to be held on less than 24-hour notice (this will be designated an Emergency Meeting).
3. **QUORUM:** A quorum of the Board must be physically present to conduct business. A quorum of the seven-member Board of Trustees is four, regardless of vacancies.
4. **EXECUTIVE SESSIONS:** Executive sessions must be held in accordance with NYS Public Officers Law § 105. All executive sessions must be entered into by a motion made from a properly noticed and conducted open meeting.
5. **AGENDAS:** The agenda is to be prepared by the Mayor and/or the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. When

possible, items for the agenda must be provided to the Clerk in writing or via email at least 24 hours before the meeting's start time. The draft agenda must be prepared by noon on the day of the meeting. However, items may be placed on the agenda at any time. If necessary, a supplemental agenda may be distributed at the beginning of the meeting.

6. **VOTING:** Pursuant to the New York State Village Law and General Construction Law, each member of the Board has one vote. The Mayor may vote on any matter, but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State law. A vote upon any question must be taken by ayes and noes, and the names of the members present, and their votes, must be entered in the minutes.

7. GENERAL RULES OF PROCEDURE:

- a. The Mayor presides over the meeting. In the Mayor's absence, the Deputy Mayor presides at meetings of the Board. The presiding officer may debate, move and take any action that may be taken by other members of the Board. Board members are not required to rise but should be recognized by the presiding officer before making motions and speaking.
- b. Every motion must be seconded before being put to a vote; all motions must be recorded in their entirety in the Board's minutes.
- c. Once recognized, a member may not be interrupted when speaking unless it is to call him/her to order. If a member is called to order, they must stop speaking until the question of order is determined, and, if in order, they must be permitted to proceed. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained and require a two-thirds vote to pass.

8. GUIDELINES FOR PUBLIC COMMENT:

- a. The public may speak only during the Public Comment/People To Be Heard period of the meeting or at such other time as a majority of the Board allows.
- b. Speakers must be recognized by the presiding officer.
- c. Speakers must step to the front of the room near the Board.
- d. Speakers must give their name, address and organization, if any.
- e. Speakers must limit their remarks to five minutes on a given topic, although the presiding officer may limit the time at their discretion. This must be made known by the presiding officer before the speaker begins.
- f. Speakers may not yield any remaining time they may have to another speaker.
- g. Board members may, with the permission of the presiding officer, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- h. There is no requirement that a Board Member or the Board responds and/or has a dialogue with the speaker. Discretion for that is left to the Board Member, with the permission of the presiding officer.
- i. All remarks must be addressed to the Board as a body and not to any member thereof.

- j. Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Inappropriate language will not be allowed.
- k. Interested parties or their representatives may address the Board by written communications.

9. MINUTES:

- a. The Clerk is responsible for taking the minutes of the Board. Minutes must consist of a record or summary 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. Executive session minutes must consist of a record or summary of the final determination of such action, and the date and vote thereon; provided, however, that such summary need not include any matter which is not required to be made public by the NYS Freedom of Information Law (FOIL).
- b. Minutes must also include the following:
 - i. Name of the Board;
 - ii. Date, place and time of meeting;
 - iii. Notation of the presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment;
 - iv. Name and title of other village officials and employees present and the approximate number of attendees;
 - v. Record of communications presented to the Board;
 - vi. Record of reports made by Board or other Village personnel; and
 - vii. Time of adjournment; and signature of Clerk or person who took the minutes if not the Clerk.
- c. Minutes should not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board resolves to have the Clerk do so.
- d. The Clerk is responsible for creating a draft of the minutes within the timeframe provided for under the New York State Open Meetings Law. The Board of Trustees approves the minutes at the next board meeting. Amendments to the Clerk's minutes require approval of the Board of Trustee by a majority vote.

10. ORDER OF BUSINESS OF THE BOARD OF TRUSTEES:

- a. CALL TO ORDER
- b. PLEDGE OF ALLEGIANCE
- c. MOMENT OF SILENCE
- d. ROLL CALL
- e. PRESENTATIONS (as needed)
- f. CORRESPONDENCE & ANNOUNCEMENTS
- g. MAYOR'S UPDATES (as needed)
- h. PEOPLE TO BE HEARD
- i. REPORTS (In the following order): Treasurer, Police, Code Enforcement, Clerk/Deputy Clerk, Highway/DPW, Sewer, Water
- j. COMMITTEE REPORTS
- k. OLD BUSINESS

- l. NEW BUSINESS
- m. ADJOURNMENT

11. GUIDELINES FOR USE OF RECORDING EQUIPMENT:

- a. The Village of Hoosick Falls will make every effort available to audio record the public portions of the meeting and archive them on the Village's YouTube page.
- b. All members of the public and all public officials are allowed to tape or video record public meetings.
- c. Recording by anyone is not allowed during executive sessions.
- d. Recording should be done in a manner which does not interfere with the meeting. The Mayor or presiding officer may determine whether the recording is being done in an intrusive manner taking into consideration, but not limited to, brightness of lights, distance from the deliberations of the Village Board, size of the equipment, and the ability of the public to participate in the meeting. If the recording is determined to be intrusive and interferes with the meeting, the Mayor or presiding officer may direct that the recording be stopped or undertaken in a different manner or location.

12. ADJOURNMENT: Meetings may be adjourned by motion.

13. AMENDMENTS TO THE RULES OF PROCEDURE: The foregoing procedures may be amended from time to time by a

The foregoing Resolution, offered by Trustee Deb Alter and seconded by Trustee Hanselman was duly put to a roll call vote as follows:

TRUSTEE DANIEL SCHUTTIG	VOTING <u>Absent</u>
TRUSTEE BRETT HANSELMAN	VOTING <u>yes</u>
TRUSTEE DEB ALTER	VOTING <u>yes</u>
TRUSTEE MEGAN WALREAD	VOTING <u>Absent</u>
TRUSTEE DOUG SAUER	VOTING <u>yes</u>
DEPUTY MAYOR ROBERT RYAN	VOTING <u>yes</u>
MAYOR ROBERT ALLEN	VOTING <u>yes</u>

The foregoing Resolution was/was not thereupon declared duly adopted.

August 19, 2024

Olivia Ferrin
Village Clerk