

RULES OF PROCEDURE FOR VILLAGE OF ANDOVER BOARD MEETINGS

“The Board of Trustees may, by resolution, adopt rules of procedure in addition to what is required by state statute. Written meeting procedures provide the Board and the public with an outline of how the meeting will be run. Rules of procedure can help public bodies not only function smoothly but also avoid controversy.” (Handbook for Village Officials)

General Rules of Procedure

Pursuant to Village Law, the Mayor presides at meetings of the Board of Trustees and a majority of the Board constitutes a quorum for the purpose of transacting business.

In the Mayor’s absence, the Deputy Mayor presides. Board members must be recognized by the presiding officer before making motions and speaking. A member, once recognized, may not be interrupted when speaking unless it is to call him/her to order. Motions to close or limit debate require a two-thirds vote.

Notice of Special Meetings

Notice of special Board meetings shall be served on each Trustee at least one (1) day before the time of the meeting, served personally, or by letter, telephone, text or email. The notice shall specify the time and place of the meeting as well as the special purpose/s for which the meeting is called. The agenda and supporting materials for items in the agenda shall be distributed to all Trustees together with the notice.

Agenda

The agenda of every meeting of the Board of Trustees will be prepared by the Clerk at the direction of the Mayor no later than noon on the day of the meeting. Although Board members may have items placed on the agenda at any time, when possible, the items should be given to the Clerk at least 24 hours before the meeting.

Order of Business

Call to order; approval of minutes; report of officers, employees, and committees (list names and titles); public comment period; old business; new business; correspondences; approval of abstracts; and adjournment.

Voting

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. 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 neither positive nor negative votes; they are simply no vote at all. 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 and must consist of a record of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes must include the 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 departure if different from the time the meeting was called to order and adjourned; name and title of other village officials and employees present and the number of attendees; record of communications and reports; time of adjournment; and signature of the Clerk.

Guidelines for Public Comment

The public may be allowed to speak during the Public Comment period and at any other time a majority of the Board allows. Those wishing to address the Board should contact the Clerk at the Village Office prior to the day of meeting and asked to be placed on the agenda. Speakers must first be recognized by the presiding officer and shall give their name, address, and topic of discussion. Speakers shall limit their remarks to five minutes and may not yield any remaining time to another speaker. If the mayor or two members of the Board of Trustees feel it necessary to extend the speakers time they may do so. Remarks must be addressed to the Board as a body and not to individual Board members, employees, or members of the audience. Commonly accepted rules of courtesy, decorum, and dignity will be observed. The Board may also be addressed by written communications.

Amendments

The foregoing procedures may be amended from time to time by a majority vote of the Board.