

RULES OF PROCEDURE
FOR
SWEDEN TOWN BOARD MEETINGS AND PUBLIC HEARINGS

I. TOWN BOARD MEETINGS & PUBLIC HEARINGS

A. TIME, DATE & PLACE

1. Regular Meetings:

The Sweden Town Board shall regularly meet the second and fourth Tuesday of each month (with the exception of summer months and December) at the Sweden Town Hall, Sweden, New York. The Sweden Town Board, by agreement, may choose to hold a meeting at an alternate location. Workshops will generally be held on the first and third Tuesday of each month. During the regular meetings starting at 7:00 PM, the primary purpose of business shall be legislative actions. When such date falls on a legal holiday, the Town Board may set an alternate date and time of said meeting, or may dispense with said meeting. For good cause shown, the Supervisor is authorized to cancel Town Board meetings subject to rescheduling thereof.

Pursuant to Town Law #63, the Supervisor shall preside at the meetings of the Town Board. In the absence of the Supervisor, the Deputy Supervisor shall preside, in the event the Deputy Supervisor is also absent, then the Supervisor shall ask another member to act as temporary Chairman. A majority of the Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn. It is the obligation of every member of the Board to vote on every issue, except where, in the judgement of the Board member, he/she has a potential conflict of interest in which case an abstain vote is in order.

When such votes regard financial matters, the adoption of Town Code and Laws, and the setting of Public Hearings, votes shall be taken by "ayes", or "yes" and "nays", or "no", and the name of every member present and

their vote shall be entered in the Minutes. Other resolutions, at the discretion of the Supervisor, may be acted upon without a strict roll call vote. Every act, motion or resolution shall require for its adoption the affirmative vote of a majority of all members of the Town Board.

2. Public Hearings:

The Sweden Town Board shall regularly hold Public Hearings as required at the Sweden Town Hall, Sweden, New York. The Sweden Town Board, by agreement, may choose to hold a public hearing at an alternate location. The primary purpose shall be to conduct Public Hearings required to be held by and before the Sweden Town Board.

3. Special Meetings:

Special meetings may be called by the Supervisor from time to time. The Supervisor shall call a special meeting within 10 days if requested in writing to do so, by not less than two (2) Town Board members. The time and date of the special meeting may be set at the discretion of the Supervisor provided that each Town Board member receives actual notice thereof, not less than two (2) days prior thereto; said notice shall contain the proposed agenda items to be contemplated by said special meeting.

B. REGULAR AGENDA

The regular agenda shall be available by 3:00 PM on the afternoon of the scheduled Town Board Legislative Meeting. Said agenda shall be tentative only as to Town Board meetings, but shall be firm as to Public Hearings. Said agenda for Town Board meetings shall be tentative only, and items may be added, deleted or altered at the pleasure of the Supervisor. As nearly as possible, said agenda shall follow the following points and order:

1. Call to Order, Pledge of Allegiance
2. Acknowledgement and Identification of Visitors
3. Approval of Minutes of Prior Meeting

4. Supervisor's Correspondence
5. Reports (Departments and Board)
6. Resolutions
7. Approval for Payment of Bills (fourth Tuesday)
8. Discussion and announcements
9. Adjournment

C. FUNCTIONAL COMMITTEES

1. Ad Hoc Committees:

Pursuant to Town Law, the Supervisor may designate ad hoc committees and appoint the members thereof at times and from time to time as the need may arise.

2. Composition Formation of Functional Committee:

Pursuant to Town Law, it is the prerogative of the Supervisor to appoint all committees, and the Supervisor shall appoint chairpersons to functional committees and also the composition of each committee, which shall be not less than the chairperson, and the rest of the Town Board, thereon.

D. RESOLUTIONS

1. Pursuant to the Town Law, any Town Board member or the Supervisor may offer a resolution for consideration by the Town Board. All requests for resolutions shall be presented to the Supervisor's Office by the close of business on the Friday preceding the official Tuesday meeting.

2. Routine requests for resolutions by Town staff members, the Supervisor or Town Board members must be submitted to the office of the Supervisor. Review of such resolutions and review of requests for resolutions shall be by the Town Supervisor.

3. The Supervisor's office shall submit all resolutions to the Town Clerk by 3:00 PM of the day of the regular Town Board Legislative Meeting for preparation of the tentative meeting agenda.

E. PARLIAMENTARY PROCEDURE & VOTING

1. Voting by the Town Board on each issue shall be by alphabetical roll call vote.

2. Where not inconsistent with the Law of New York as contained in the Town Law, and elsewhere, or inconsistent with these rules, or any other rules adopted by the Sweden Town Board, procedural

questions shall be resolved by "Robert's Rules of Order". The Town Attorney shall serve as Parliamentarian.

II. MEETINGS OF STANDING COMMITTEES OF THE TOWN BOARD

A. TIME, DATE & PLACE

The Town Board shall meet in Work Session on the first and third Tuesday of each month at 7:00 PM at the Sweden Town Hall. The Sweden Town Board, by agreement, may schedule a workshop at an alternative location.

When the scheduled date for such meeting falls on a legal holiday, the Town Board may set an alternate date and time of said meeting, or may dispense with said meeting. Pursuant to New York State Law, all committee meetings of the Town Board shall be open to the public; however, pertaining to certain business, as may be appropriate and permitted by State law, portions of such meetings may be closed to the public in so-called "Executive Sessions". For an Executive Session to occur, a motion to go to Executive Session must be made, seconded and carried by not less than three (3) members present and the purpose for the Executive Session must be clearly stated and recorded in the minutes of the committee meeting. No minutes of the Executive Session will be maintained except where a decision is made.

B. AGENDA

There will be a formal agenda for work sessions, which shall be prepared by the Supervisor. This agenda shall be available at 3 pm on the day of the scheduled workshop.

III. PUBLIC HEARINGS

Public Hearings shall be held as prescribed by law and conducted on the dates scheduled therefore by the Sweden Town Board. The Supervisor and/or the Town Attorney shall give a concise statement of the purpose of the Public Hearing after the Town Clerk has read the notice thereof.

The purpose of a Public Hearing is to hear the public. No Town Board member, nor the Supervisor shall engage in prolonged discussion with any speaker, but shall listen to what each speaker has to say.

IV. CONDUCT OF THE PUBLIC

A. Any person recognized by the Supervisor shall give name, address and the nature of his or her business, briefly.

B. No such person has the right to demand an answer to a specific question from a member of the Board. All such questions should be directed to the Supervisor.

C. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of the Town Board meeting.

D. No member of the public shall be permitted to address the Town Board unless recognized by the Supervisor.

E. Any person speaking to the Town Board with the consent of the Supervisor shall address his remarks to the Town Board, not to other members of the audience in the form of a debate.

F. A Town Board meeting is an important Legislative session and it is expected that all members of the public will conduct themselves in a professional manner.

G. Any person wishing to speak at a Public Hearing may, prior to the start of said hearing, sign a sheet made available by the Town Clerk. Additionally, the Chair will recognize certain interests at the start of the hearing if such action will facilitate a more orderly and logical discussion of the subject of the hearing. In fairness to all members of the public, speakers are encouraged to focus on the facts of the matter at hand. Persons who have not indicated their intent to speak by completing the available form, may also have an opportunity to speak after all those who have signed forms have spoken. The public may also submit statements

in writing. A speaker may be recognized to speak a second time by the Chair only after everyone who wishes to speak a first time has spoken.

H. The Sweden Town Board agenda provides a segment of time for citizens to speak. Public Participation is allowed early in the agenda. Persons may speak on any subject and are not confined to items on the agenda.

I. No request for a show of hands or a "vote" of persons present on any matter is allowed.

J. Rules Letters "A", "B", "C", "D", "E" and "I" apply to Public Hearings, as well as to Town Board Meetings. Rule "G" applies only to Public Hearings, whereas Rules "F" and "H" do not apply to Public Hearings, as persons present are expected to express opinions and ask questions. A Public Hearing is not a legislative session.

V. MISCELLANEOUS PROVISIONS

A. FILE OF COMMUNICATIONS AND PROPOSED RESOLUTIONS

In order to enable the citizens of the Town of Sweden to be apprised of proposed resolutions, a copy of the agenda with each of the proposed resolutions attached thereto shall be provided to each person in attendance. In addition, copies of these rules shall be available at each meeting and provided to any person who so inquires.

B. SAVINGS CLAUSE

In the event that any clause, paragraph or portion of these Rules shall be deemed to be invalid by any Court or any governmental agency or authority having jurisdiction hereof, the balance of these Rules shall continue nevertheless in full force and effect and shall survive such determination.

Effective: December 30, 2015