

Rules of Order of the Town Board of the Town of Dannemora

1. The Supervisor shall preside at all meetings of the Board and shall preserve order and decorum in debate. (For the purpose of this document, "Supervisor" shall also mean the duly- appointed deputy supervisor in the supervisor's absence.)
2. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of Town business as follows:
The Pledge of Allegiance; Roll Call; Acceptance of the previous meeting(s) minutes; approval of Supervisor's Financial report; Guest speakers addressing the board; any public comments as determined by the Rules of Public Hearings; old and new business of the Town board, in that order; Committee reports; reports by department heads, if any; resolution; approval of bills previously approved on the abstract by the Town Clerk; and adjournment.
3. Every resolution or motion must be seconded before being put to a vote by the Supervisor and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
4. No motion or resolution may be brought to a vote except by the majority consent of those present, and shall be presented to each member of the Board 48 hours prior to the opening of the meeting at which such motion or resolution is offered.
5. Discussion by the board members during the meeting shall be courteous and evenly distributed, each board member afforded equal time to speak.
6. When a question is under debate, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to be tabled, (c) to refer to a committee, or (d) to amend. These latter motions are neither amendable nor debatable.
7. A majority vote of all the members of the Board shall be required to suspend these rules of order, the majority constituting a quorum.
8. If the above stated rules are or become at any time in conflict with the statutory law, the statutory law shall take precedence.
9. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the formality of a town board meeting.
10. Any persons speaking to the Board, whether a guest speaker on the agenda or during public comment, speak only at the pleasure of the Board. They shall address their remarks to the Board, not to other members of the audience in the form of a debate. Comments made by the public at this time do not require immediate answers and shall be noted and acted upon appropriately.
11. If a Board member is out of the area for an extended period of time and cannot be physically present at a meeting, they may participate via telephone. However, they cannot vote. In cases of States of Emergency, a meeting can be opened as a zoom or hybrid meeting, advertised as such in advance, and zoom address provided so the public can participate.