AIRMONT BOARD OF TRUSTEES
RULES OF PROCEDURE

REGULAR MEETINGS:

The Board of Trustees shall hold regular meetings on the 1st Monday of each month. Such meetings shall commence at 5:00 pm and be conducted at the Village Hall, unless a resolution is passed setting a different time, date and/or location.

The Board of Trustees shall determine by majority vote any deviation of the foregoing paragraph.

OTHER MEETINGS:

Other meetings of the Board of Trustees are all those Board meetings other than regular meetings. Procedures for such meetings shall depend on their purpose and shall be determined by the Board.

Other meetings may be called by the Mayor or any trustee upon receiving the agreement of a majority of the entire Board. The entire Board shall be polled by telephone, email, in person or in writing.

Once agreed, notice shall be given to the entire Board by telephone, email, in person or in writing. Notice shall be complied with pursuant to the open meetings Law S104.

Public hearings, when reasonably feasible, shall be held during Regular Meetings. The Board, by majority vote, shall authorize the publication of appropriate notice of the date, time and place of all public hearings.

QUORUM:

A quorum shall be required to conduct business. A quorum of the (5) member Board of Trustees shall be (3) three. In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

EXECUTIVE SESSIONS:

Executive sessions shall be held in accordance with the NYS Public Officers Law S105. All executive sessions shall be commenced in a public meeting.

AGENDAS:

The agenda for the meeting shall be prepared by the Clerk at the direction of the Mayor and/or the Board of Trustees. The Mayor or any Trustee may have an item placed on the agenda. When possible, items for the agenda shall be given to the Clerk the Wednesday prior to the meeting. Additional items can be added to the agenda at any time, including during the meeting. The final agenda will then be sent to the Board and made available to the public no later than noon on the day of the meeting. When possible, final agendas will be sent to the Board and made available to the public before

close of business on the last business day preceding the meeting. The presiding officer may rearrange the order of agenda items during the meeting. The Board may vote to table any matter on the agenda to a different meeting.

VOTING:

Pursuant to Village Law each member of the Board shall have one vote. A vote will be taken by asking for all those in favor and then all those opposed. Prior to the vote being taken, any Trustee may request that the clerk take a roll call vote. The Mayor will be called last on all roll call votes. The Mayor may vote on any matter but must vote in case of a tie. The clerk will record all votes in the minutes.

A majority of the totally authorized voting power of the Board is necessary to pass a matter unless otherwise specified by state law. For purposes of determining whether a matter passed, the clerk must tally the number of yes votes.

Trustees may abstain from any vote. An abstention or absence shall be recorded in the minutes, but is not positive or negative vote; it is simply no vote.

The clerk must record in the minutes for each Trustee whether the Trustee voted yes, no, abstained or was absent.

MINUTES:

Minutes shall be taken by the Clerk or a designated substitute at all meetings.

Minutes shall consist of a record or a summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes shall be taken at executive session of any action that is taken by formal vote which shall 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.

Minutes shall also include the following:

Name of the Board
Date, place and time of meeting
Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment
Name and title of other village officials and employees present and approximate number of attendees
Record of communications presented to the Board
Record of reports made by Board or other village personnel
Time of Adjournment
Signature of Clerk or person who took the minutes if not the Clerk

Minutes shall not contain a summary of the discussion leading to action taken or include verbatim comments unless a majority of the Board shall resolve to have the Clerk do so.

At the next board meeting, the Board may vote to approve the minutes as the official record of the prior meeting. Amendments to the minutes shall require Board approval.

REGULAR MEETING ORDER OF BUSINESS:
This is the suggested order of business for meetings. Not all items of business are required for any particular meeting:

Call to order
Pledge of Allegiance
Public comment period
All other agenda items
Approval of Voucher(s)
Approval of minutes of previous meeting
Mayor's Report
Old business
New business
Executive Session
Adjournment

The presiding officer may rearrange the order of business during any meeting.

MONTHLY MEETING—GENERAL RULES OF PROCEDURE:
The Mayor shall preside at the meeting. In the Mayor's absence the Deputy Mayor shall preside.

The presiding officer may debate, move and take other action that may be taken by other members of the Board.

Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking.

A member, once recognized shall not be interrupted when speaking unless it be to call him/her to order. If a member, while speaking, be called to order, the member shall cease speaking until the question of order be determined, and, if in order, the member shall be permitted to proceed.

The presiding officer, in his/her discretion, may dispense with the formality of recognizing speakers, so long as courtesy and order are maintained by the Board. If courtesy and order, in the opinion of the presiding officer or the affirmative vote of the Board, is not being maintained, the presiding officer shall insist that formal recognition be reinstituted.

There is no limit to the number of times a member may speak on a question.

Motions require a second.

Following a motion to go into executive session, members of the public will be asked to leave the meeting room. If a member of the public refuses to leave the meeting room after a direct request from the presiding officer, the presiding officer may request that the person be removed from the meeting room, and may request that the person be charged with a disorderly persons offense, criminal obstructing governmental administration, or other appropriate charges.

GUIDELINES FOR PUBLIC COMMENT:

The public shall be allowed to speak only during the public comment period of the meeting or at such other time as a majority of the Board shall allow.

Speakers must be recognized by the presiding officer.

Speakers must give their name, address and organization, if any.

Speakers must limit their remarks to 3 minutes on a given topic, unless a different amount of time is set by the Board.

Speakers may not yield any remaining time they may have to another speaker.

All remarks shall be addressed to the Board as a body and not to any member thereof.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

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

At the conclusion of the public comment period, Board members may, but are not required to, answer comments directed toward them or their area of interest during public comment.

Board members may, with the permission of the presiding officer, interrupt a speaker during public comment, but only for the purposes of clarification or information.

GUIDELINES FOR OVER-CROWDED MEETINGS

From time to time it can be anticipated that more members of the public may want to attend a meeting than can safely be accommodated in the Board Room at Village Hall. In those instances, the Board will take reasonable measures to accommodate the anticipated crowds. Depending on the circumstances, those measures may include live streaming the meeting to other rooms or parts of Village Hall or renting other, larger facilities. The

Board should request the assistance of the Fire Inspector, hired security and/or Ramapo Police to ensure that the meeting location does not become so overcrowded as to present a fire/safety danger. If larger than anticipated crowds attend a meeting and arrangements at the meeting location cannot be made to safely accommodate the crowd, the Board may request the assistance of the Fire Inspector, hired security and/or Ramapo Police to prevent an unsafe number of persons from entering the meeting location. In such circumstances, the Board should ensure that live web-based broadcast and streaming of the meeting is available so that members of the public can observe the meeting even if they are unable to be present within the meeting location. The Board also should consider encouraging the public to submit written comments before or after the meeting.

RECORDINGS

All members of the public and all public officials are permitted to tape or video record public meetings; except no recording is allowed during executive session.

All recording must be done in a manner that does not interfere with the meeting and does not interfere with the ability of other members of the public to observe the meeting.

The presiding officer may make a determination that a recording is being done in an intrusive manner, taking into consideration all appropriate facts, including but not limited to the size of the equipment, brightness of any lights, noise generated by the activity, the ability of the public to participate in the meeting.

If the presiding officer determines that the recording is interfering with the meeting, the presiding officer may request the individual to alter his/her behavior to eliminate the interference. If the presiding officer's request is not complied with, the presiding officer may have the individual removed from the meeting room.

ADJOURNMENT
Meetings shall be adjourned by motion.

AMENDMENTS TO THE RULES OF PROCEDURE

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