

Chapter 37

MEETINGS

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HISTORY: Adopted by the Town Board of the Town of Henderson 2-9-1994. Amended: 2004-04-08. Amended: 07-09-2009. Amended 08-24-2011

§ 37-1. Robert's Rules of Order.

All meetings of the Henderson Town Board shall be conducted in accordance with Robert's Rules of Order (newly revised), except as expressly altered in the following procedures, or where in conflict with the laws of New York, or otherwise stipulated by the Supervisor at the meeting.

§ 37-2. Standard operating procedure.

The standard operating procedure for regularly scheduled meetings shall be as follows:

A. Pledge of Allegiance.

B. Open the floor for public comment.

1. Time to be limited to three minutes per individual at the discretion of the supervisor.
2. Each speaker must state his or her name and the subject he or she will be addressing. The purpose of this requirement is to help ensure that comments relate to town business and in the case of a public hearing, the subject of the hearing.
3. Comments by speakers must be addressed to the town board. Attendees may not address the board until recognized by the town supervisor.
4. Discussion between speakers and attendees of the public meeting or hearing is prohibited. A speaker may disagree with or support prior speakers in comments directed to the town board.
5. Comments must relate to the purpose of a hearing or legitimate town business at a board meeting.

6. Speakers should present their remarks in a courteous manner and may not make personal comments about public officials, town residents or others.
7. Placards, banners or other signs should not be permitted in meeting rooms nor should the distribution of flyers.
8. A person who disregards the directives of the supervisor in enforcing the rules, disturbs the peace at a meeting makes impertinent or slanderous remarks or generally conducts himself in a boisterous or inappropriate manner while addressing the town board should be barred from further participation and forfeit any balance of time remaining for his comments,.
9. After a final warning, if a speaker refuses to step down, the town supervisor should request that a police or peace officer remove the individual from the meeting room. The authority is section 240.20 of the Penal Law, providing that a person is guilty of disorderly conduct when, with intent to cause public inconvenience, annoyance or alarm or recklessly creating a risk thereof, 1) he makes unreasonable noise, 2) in a public place, he uses abusive or obscene language, or makes an obscene gesture, or 3) without lawful authority, he disturbs any lawful assembly or meeting of persons or 4) he creates a hazardous or physically offensive condition by any act which serves no legitimate purpose. Disorderly conduct is a criminal offense constituting a violation.

C. Guest Speakers

D. Reading and approval of minutes.

E. Reading and approval of warrants.

F. Correspondence

G. Reports:

1. Supervisor
2. Assessor
3. Mooring Administrators
4. Highway Superintendent
5. Justices
6. Planning Board
7. Recreation Commission
8. Sanitation Department
9. Water Districts
10. Town Clerk/Collector
11. Zoning Board of Appeals
12. Zoning Enforcement Officer

H. Special committee reports.

I. Unfinished business.

J. New business

K. Announcements.

L. Adjournment.

§ 37-3. Special Meetings

Special Meetings of the Town Board may be held after giving the general public and news media a five days notice. In the event, however, three members of the Town Board feel a meeting must be held, notice will be given in the best practical manner. Each notice of a special meeting will contain the reason the meeting is being called as well as stating that the Town Board will conduct any other business that may come before the Board.

§ 37-4 Resolutions

A. All resolutions adopted by the Town Board shall be numbered sequentially as adopted.
Example: 2011-08-24-100: Year 2011; Month August; Day 24: Resolution 100

B. All resolutions will be keyed:

Example: Highway Department-Employees; Highway Department-Purchases; Laws-Assessor; Laws-Zoning;

General-Mileage;

Recreation-Summer Program; Recreation-Maintenance

C. All modifications and or amendments made to existing resolutions shall be numbered as above but the original resolution will be superseded and the old resolution number will be included in the "key."

Example: 2004-01-01-02 (Highway Department-Employees: supersedes Res. 2003-12-09-116)

D. A file of all resolutions since 1998 are on a disk and such disk will be updated annually.

§ 37-5. Maintenance of records.

The complete text of local laws, ordinances and amendments thereto, adopted by the Town Board, shall be maintained by the Town Clerk in separate files in the Town Office, with appropriate backup and updated whenever amendments or modifications are adopted.

§ 37-6. Prior written notification of resolutions

Resolutions shall not be considered by the Town Board without prior written notification being distributed to all Board members at least one week prior to the Town Board meeting, unless a majority of the entire Board votes to waive the one-week notice.

§ 37-7. Rules for Recording and Broadcasting Public Portions of Meetings:

- A. Operation of equipment to photography, record or broadcast a meeting is permitted unless it is obtrusive, disruptive, or interferes with the deliberative process or the right of persons in attendance to observe or listen to the proceedings.
- B. Use of equipment necessary to photograph, record or broadcast is permitted without notice to or express permission from the public body or those in attendance at the meeting.
- C. Use of equipment necessary to photograph, record or broadcast is permitted in a supervised or unsupervised manner.
- D. Use of special lighting or large equipment necessary to photograph, record or broadcast a meeting is permitted unless it is obtrusive or disruptive.
- E. Personnel who operate equipment necessary to photograph, record and/or broadcast a meeting shall be permitted to move about the room, as long as such movement does not disrupt or interfere with the deliberative process.
- F. Use of equipment necessary to photograph, record and/or broadcast a meeting shall not be limited to a location from which such equipment is not reasonably capable of photographing, recording and/or broadcasting.
- G. Persons operating equipment necessary to photograph, record and/or broadcast shall be given a reasonable opportunity to modify their actions in order to avoid interference with the deliberative process.
- H. Equipment may not be placed in an area where it affects the ingress and/or egress of any functional door.