



TOWN OF AMENIA
TOWN BOARD

4988 Route 22, AMENIA, NY 12501
(845) 373-8860 www.ameniany.gov

Resolution No. 26 of 2025

**RE: ADOPTING NEW TOWN OF AMENIA RULES OF PROCEDURE FOR
REGULAR, SPECIAL, INFORMATIONAL MEETINGS AND WORKSHOPS**

WHEREAS, the Town Board of the Town of Amenia previously adopted the Town of Amenia Rules of Procedure for Regular, Special, Informational Meetings and Workshops (“Town of Amenia Rules of Procedure”), which have been amended from time to time; and

WHEREAS, the Town Board is now seeking to revise the Town of Amenia Rules of Procedure and has caused the preparation of new rules of procedure; and

WHEREAS, the Town Board has reviewed the new Town of Amenia Rules of Procedure and has recommended approval.

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The recitations set forth above are incorporated in this Resolution as if fully set forth and adopted herein.
2. The Town Board of the Town of Amenia hereby adopts the new Town of Amenia Rules of Procedure effective March 1, 2025, a copy of which is annexed hereto.
3. The adoption of the new Town of Amenia Rules of Procedure replaces any previous policies that may have been adopted.
4. The Town Board of the Town of Amenia shall annually review the Town of Amenia Rules of Procedure at its first organizing meeting of the year or as soon thereafter as is reasonably practicable.

Motion made by S/Blackman
Seconded by C/Hamm

The foregoing resolution was voted upon with all councilmembers voting as follows:

Supervisor Blackman	Aye
Councilmember Rebillard	Aye
Councilmember Hamm	Aye
Councilmember Winters	Aye
Councilmember Ahearn	Aye

Dated: Amenia, New York
February 6, 2025


DAWN MARIE KLINGNER, TOWN CLERK



TOWN OF AMENIA TOWN BOARD

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TOWN OF AMENIA RULES OF PROCEDURE FOR REGULAR, SPECIAL, INFORMATIONAL MEETINGS AND WORKSHOPS

Adopted on 2/6, 2025

1. The Town Supervisor presides at all meetings of the Town Board. In his/her absence, the Deputy Town Supervisor shall preside. If both are absent, the members present shall designate one of the members as temporary chairman.
2. A majority of the Town Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.
3. The vote on every question shall be ayes and nays with the names of the members present and his/her vote entered in the minutes. The Supervisor is a member of the Town Board and must vote on every matter before it upon roll call vote taken by the Town Clerk; the Supervisor cannot vote a second time in case of a tie.
4. Every act, motion or resolution shall require for its adoption the affirmation vote of a majority of all members of the Town Board unless otherwise provided by law.
5. **Order of business.** The usual order of business at Town Board meetings shall be as follows:
 - A. Call to order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Motion to Accept Agenda
 - E. Public Comment on Agenda Items
 - F. Public Hearings as Required
 - G. Committee/Department Reports
 - H. Discussion on Open Items of Business
 - I. Resolutions
 - Consent Agenda
 - Non-Consent Agenda
 - J. Other Matters as Required
 - K. Town Board Comment
 - L. Public Comment on All Business
 - M. Adjournment
6. **Agenda.** The Town Board shall adhere to printed agenda items being discussed; provided, however, that any urgent read-on items to be considered may be added to the agenda by motion. For purposes of this section, an item shall be deemed urgent where the Board must take action on said item before the next regularly scheduled meeting in order for the Town to obtain a significant benefit or avoid a significant detriment.

7. **Public Participation.**

- A. Members of the public shall speak for no more than three (3) minutes and shall address remarks to the Town Board. The speaker shall provide his/her name and town of residence prior to making a statement. The public comment period at the beginning of the meeting shall be limited to a total of 15 minutes and be limited to comments on agenda items only.
- B. Speakers' remarks shall be addressed to the Board as a body and not to any specific member thereof. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Members of the public and Board members shall be allowed to state their positions in an atmosphere free of slander, threats of violence or disorderly conduct which disturbs the peace and order of the Board meeting.
- C. Sufficient warnings may be given by the Board at any time during a speaker's remarks and, in the event that any individual shall violate the rules of decorum set forth herein, the presiding officer may then cut off comment or debate. Any person making offensive, insulting, threatening, insolent, slanderous or obscene remarks or who becomes boisterous or who makes threats against any person or against public order and security during a Board meeting or engages in any disorderly conduct which disturbs or disrupts the orderly conduct of any meeting shall be called to order by the presiding officer. If, after receiving a warning from the presiding officer, a person persists in violating the rules of decorum, the presiding officer may order that person to leave the meeting. If said person does not remove himself or herself, the presiding officer may order him or her removed from further audience at the meeting, unless permission to continue is granted by the majority vote of the Board members present.

8. **Public Hearings.** Public Hearings are opened by the reading of the published Notice of Hearing. The establishment of procedure is stated including the designation of a speaker's time, which is adapted to the size of the group present and the issue to be heard. At the end of all public comments, the Public Hearing may be closed.

9. **Resolutions.**

- A. Pursuant to Town Law, only a member of the Town Board or the Supervisor may offer a resolution for consideration by the Town Board.
- B. Resolutions or requests for resolutions, routine or otherwise, by any member of the Town Board shall be presented to the Office of the Supervisor, with all necessary documentation, by 12:00 noon on the Thursday preceding the Thursday regular meeting. Review of such resolution and requests for resolutions shall be by the Supervisor.
- C. Requests for resolutions, routine or otherwise, by members of the Town Staff of the Town (the "Town Staff") shall be presented to the Office of the Supervisor, with all necessary documentation, by 12:00 noon on the Thursday preceding the

Thursday regular meeting. Review of such resolutions and requests for resolutions shall be by the Supervisor.

- D. The Supervisor's office shall submit all resolutions to the Town Clerk by 12:00 noon of the Monday preceding the regular meeting for the posting of the meeting agenda.
- E. In order to enable the citizens of the Town to be apprised of proposed resolutions being considered at regular meetings, a copy of the agenda, with a copy of each of the proposed resolutions attached thereto, shall be posted to the Town's website by 12:00 noon of the preceding Tuesday of the regular meeting.

10. **Consent Agenda.**

- A. Items requiring a decision that are expected to require no discussion or debate may, at the Supervisor's option, be placed on the agenda under the heading "Consent Agenda". Such items may include: approval of minutes; acceptance of departmental reports; budget transfers and related items; the establishment of committees and appointments to same; the assessment of cost and expenses and the levy upon real property tax bills for property maintenance remediations, demolition of unsafe structures, or unpaid Town fees or charges; the acceptance, release, or waiver of bonds, cash deposits, or other security required by the Town; issuance of parade/walk/run permits; and seasonal appointments and reappointments to positions in Town departments.
- B. Items may be moved out of the consent agenda section at the request of any member of the Town Board prior to approval of the agenda. No motion or vote of the Town Board is required with respect to a request to move an item out of the consent agenda.
- C. When a member of the Town Board requests that an item be moved out of the consent agenda section, the Supervisor shall decide where to place that item on the agenda.
- D. Approval of the consent agenda by the Town Board shall constitute approval of each of the items listed under the consent agenda portion of the meeting. No separate vote to approve items set forth in the consent agenda portion shall be required.

11. **Executive Session.** A motion must be made during an open meeting to enter into executive session. The motion must identify the general area or areas to be discussed as stated in NYS's Open Meeting Law.

12. **Town Clerk.** The Town Clerk is clerk of the Town Board and must attend every meeting and keep a written record (minutes). The Town Clerk may use a tape recorder to aid with minutes; a tape recorder does not replace minutes. If the Town Clerk is unable to be present, he/she must designate someone to take the minutes.

13. **Meeting Minutes.** Minutes of the open meetings shall consist of a record or summary of all motions, proposals, resolutions and any other matters formally voted on with the vote fully set forth in the Town Clerk's minutes. A draft of such minutes must be prepared within two (2) weeks of meetings to which they pertain. At the subject meetings, a Town Board member may request specific language be included in the minutes. The language must be concise and specific to avoid lengthy verbatim verbiage, and other Town Board members must be given the opportunity to respond. If an executive session is held and minutes taken of a formal vote, such minutes must be available to the public within one (1) week from the date of the executive session. Public availability includes distribution of all minutes to the Town Board through their town hall mail or email.

14. **Informational/Special Meetings.** An Informational Meeting or Special Meeting may be held on issues of particular concern. The announcement of the meeting is the same procedure for any open meeting in accordance with the Open Meetings Law.