

interests of orderly discussion must be recognized by the presiding officer before making motions and speaking.

- c. Every motion must be seconded before being put to a vote; all motions must be recorded in their entirety in the Board's minutes.
- d. Once recognized, a member may not be interrupted when speaking unless it is to call the member to order. If a member is called to order, the member must stop speaking until the question of order is determined, and, if in order, the member must be permitted to proceed. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained and require a two-thirds vote to pass.
- e. Each member shall report to the entire Board any pertinent information from the boards, committees and commissions to which they have been assigned as liaison during a regular meeting.

IX. GUIDELINES FOR PUBLIC COMMENT:

- a. The public may speak only during the Public Comment periods of the meeting or at such other time as a majority of the Board allows.
- b. Speakers must step to the front of the room.
- c. Speakers must give their name, address and the identity of their organization, if applicable.
- d. Speakers must be recognized by the presiding officer.
- e. Speakers must limit their remarks to five minutes per public comment period. Depending on the number of people who wish to speak on a specific subject, at the discretion of the Mayor, time limits of three minutes per person, or other similar time frame, may be applied to each speaker.
- f. Speakers may not yield any remaining time they may have to another speaker.
- g. Board members may, with the permission of the Mayor, or presiding officer, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- h. All remarks must be addressed to the Board as a body and not to specific members thereof or the audience.
- i. Speakers must observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
- j. Interested parties or their representatives may address the Board by written communication. For public hearings, written communications submitted in advance are considered at the hearings and provided as backup material. Written communication shall be submitted by 4

p.m. on the day of the meeting for inclusion in the backup material of the meeting.

- k. During the comment period, speakers may address the Board on issues affecting the Village. The Board will respond to specific questions if the information is immediately available during the Report section of the meeting; if not, as soon as it is practical.
- l. The aforementioned public comment guidelines apply to all regular meetings. However, during public hearings, the Mayor or presiding officer may recognize questions from the floor.

X. MINUTES:

- a. The Clerk or Clerk's designated representative is responsible for taking the minutes of the Board. Minutes must consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon. Minutes must be taken at executive session of any action that is taken by formal vote. Executive session minutes must 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 (FOIL). Minutes are not recorded for work sessions unless an action is taken by the Board at that meeting.
- b. Minutes must also include the following:
 - 1. Name of the Board
 - 2. Date, place and time of meeting
 - 3. Notation of the presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment
 - 4. Name and title of other village officials and employees participating in the meeting and the names of audience members that have signed a voluntary sign-in sheet
 - 5. A summary of communications presented to the Board
 - 6. Record of reports made by Board or other village personnel
 - 7. Time of adjournment; and signature of Clerk or person who took the minutes if not the Clerk.
- c. The Clerk or Clerk's designated representative is responsible for creating a draft of the minutes within the timeframe provided for under the New York State Open Meetings Law. The Board of Trustees approves the minutes at the next board meeting. Amendments to the minutes require approval of the Board of