

## **Planning Board Rules and Procedures**

- I. **REGULAR MEETINGS:** The Planning Board generally conducts Regular Meetings on the first and third Tuesday of each month at 8:00 p.m. in the Georgianna Grant Meeting Room. Any deviation to this schedule will be announced in advance.
- II. **QUORUMS:** A quorum of the Board must be physically present to conduct business. A quorum of the five-member Planning Board is three, regardless of vacancies.
- III. **AGENDAS:** The Engineering office will prepare agendas ahead of time at the direction of the Village Engineer.
  - a) Any two members of the Planning Board may, by motion at a regular meeting, place an item on the agenda for a subsequent meeting.
- IV. **VOTING:** Each Planning Board Member has one vote. You must be present at the meeting in order to vote. A majority of the totally authorized voting power (3 or more) is necessary to pass a matter. A vote upon any matter must be taken by ayes and nays, and the names of the members present and their votes must be entered in the minutes.
- V. **GENERAL RULES OF PROCEDURE:**
  - a) The Chairperson presides at a meeting. In the Chairperson's absence, he/she will ask another member to step in as Acting Chairperson.
  - b) Every motion must be seconded before being put to a vote; all motions must be recorded in their entirety in the Planning Board's minutes.
  - c) Each member shall report to the entire Planning Board any pertinent information from boards, committees, and commissions to which they have been assigned as liaison during a regular meeting.
- VI. **GUIDELINES FOR PUBLIC COMMENT AT PUBLIC HEARINGS:**
  - a) Speakers, other than applicants, must limit their remarks to five (5) minutes. At the discretion of the Chairperson, speakers may be offered the option to speak for longer.
  - b) Speakers must come to the front of the room and speak into a microphone.
  - c) Speakers must be recognized by the presiding officer.
  - d) Speakers must give their name, address, and identity of their organization, if applicable.
  - e) Speakers may not yield any remaining time they may have to another speaker.
  - f) Board members may, with the permission of the Chairperson or presiding officer, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
  - g) Speakers must observe the commonly accepted rules of courtesy, decorum, dignity, and good taste.
  - h) Interested parties or their representatives may address the Board by written communication. For public hearings, as well as other agenda items, written communications submitted in advance are considered at the hearings and provided as backup material. Written communication shall be submitted by 12 noon on the day prior to the meeting for inclusion in the backup material of the meeting.

**VII. GUIDELINES FOR PUBLIC COMMENT RELATED TO AGENDA ITEMS NOT SUBJECT TO A PUBLIC HEARING:**

- a) The Planning Board, at the discretion of the Chairperson, has traditionally allowed comments from the public related to agenda items. Public comment, not directly related to agenda items, is not permitted.
- b) Speakers, other than applicants, must limit their remarks to three minutes. At the discretion of the Chairperson, speakers may be offered the option to speak for longer.
- c) Speakers must come to the front of the room and speak into a microphone.
- d) Speakers must be recognized by the presiding officer.
- e) Speakers must give their name, address, and identity of their organization, if applicable.
- f) Speakers may not yield any remaining time they may have to another speaker.
- g) Board members may, with the permission of the Chairperson or presiding officer, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- h) Speakers must observe the commonly accepted rules of courtesy, decorum, dignity, and good taste.
- i) Applicants will not have a time limit to speak.
- j) All remarks must be addressed to the Board as a body and not to specific members thereof or the audience.
- k) Interested parties or their representatives may address the Board by written communication. Written communication shall be submitted by 12 noon on the day prior to the meeting for inclusion in the backup material of the meeting.

**VIII. MINUTES:**

- a) The Planning Board Secretary 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.
- b) Minutes must include the following
  1. Name of 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 meetings.
  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 secretary who took the minutes.
- c) The Secretary is responsible for creating a draft of the minutes within the timeframe provided for under the New York State Open Meetings Law. The Planning Board approves the minutes at the next board meeting. Amendments to the minutes require approval of the Planning Board by a majority vote.

**IX. GUIDELINES FOR USE OF RECORDING EQUIPMENT:**

- a) All Planning Board meetings are webcast and televised to the extent possible. All members of the public and all public officials are allowed to tape or video record public

meetings. Recording should be done in a manner that does not interfere with the meeting. If the recording is determined to be intrusive and interferes with the meeting, the chairperson may direct that the recording be stopped or undertaken in a different manner. The Chairperson, or presiding officer, may determine whether the recording is being done in an intrusive manner, taking into consideration, but not limited to, the brightness of lights, distance from the deliberations of the Board, size of the equipment, and the ability of the public to participate in the meeting.

X. **ADJOURNMENT:** Meetings shall be adjourned by motion.

XI. **AMENDMENTS TO THE RULES OF PROCEDURE:** The Planning Board may amend the foregoing procedures by a majority vote.

**\*\*\* Planning Board Rules and Procedures approved, as amended, on August 21, 2024, with a motion by Geoff Haynes, seconded by Eva Thaddeus, and carried by a vote of 5-0. \*\*\***

**\*\*\* Revised Planning Board Rules and Procedures approved on December 17<sup>th</sup>, 2024, with a motion by John Ghegan, seconded by Geoff Haynes, and carried by a vote of 5 – 0. \*\*\***

**Dated:** August 21, 2024,

**REVISED:** December 17, 2024