

**RESOLUTION NO. 8 of 2022**  
**Adopting Rules of Conduct for Members of the Public and**  
**Rules of Procedure for Public Bodies**

**WHEREAS**, pursuant to Town Law § 64(23), the Town Board has determined that it is appropriate to adopt rules for conduct for members of the public and rules of procedure for public bodies of the Town;

**Now, Therefore Be It Resolved** that the Town Board adopts the attached Rules of Conduct for Members of the Public and Rules of Procedure for Public Bodies.

**RESOLVED**, this Resolution shall take effect immediately.

STATE OF NEW YORK            }  
  }  
COUNTY OF ALBANY         }    ss.:

I, the undersigned, DO HEREBY CERTIFY that I have compared the above copy of a resolution adopted \_\_\_\_\_ with the original record in this office and that the same is a correct transcript thereof and of the whole of said original record.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Town of Guilderland

This \_\_\_ day of \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
Lynne Buchanan, Town Clerk

# **RULES OF CONDUCT FOR MEMBERS OF THE PUBLIC AND RULES OF PROCEDURE FOR PUBLIC BODIES**

For purposes of these rules, the following definitions shall apply:

## **CHAIRPERSON**

The Town Supervisor for the Town Board, and the Chairperson for the Planning Board, Zoning Board of Appeals, Conservation Advisory Council, Conservation Easement Review Board, and Traffic Safety Committee, or their designee.

## **PUBLIC BODY**

The Town Board, Planning Board, Zoning Board of Appeals, *Comprehensive Plan Update Committee*, Conservation Advisory Council, Conservation Easement Review Board, and Traffic Safety Committee.

## **A. RULES OF PUBLIC CONDUCT FOR MEMBERS OF THE PUBLIC**

1. The Chairperson of a public body shall preside at all meetings and shall preserve order and decorum at the public meeting.
2. Any persons speaking to a public body, with the consent of the Chairperson, shall address their ~~remarks~~ *comments* to the public body, and not to other members of the audience.
3. Unless authorized by the Chairperson, all public comment shall made at the designated microphone and lectern.
4. No member of the public shall engage in any demonstration, shouting, booing, hand clapping, threats, or other disruption of the order and decorum of a meeting.
5. Unless allowed by the Chairperson, no signs, posters or other visual displays of any type are allowed in the board room.
6. These rules of public conduct shall apply in the board room and elsewhere in the building and grounds.
7. The Chairperson may order the removal of any person who violates these rules.

8. The Chairperson may summon a police officer, suspend a meeting, and/or direct the public and members to leave the board room *or grounds* if there is a threat to person or property.

## **B. RULES OF PROCEDURE FOR PUBLIC BODIES**

1. At the start of the meeting, the Chairperson shall determine that a quorum of the whole public body is present, and shall open the meeting and proceed to the regular order of items on the agenda.
2. The Chairperson shall instruct all persons wishing to address the public body to state their names. If the Chairperson anticipates a large number of speakers ~~to testify~~, the Chairperson may announce rules that prescribe the time ~~to be~~ allotted to each speaker. ~~and the number of times each speaker may speak~~. When time permits, any rules prescribing time to speak ~~should~~ shall be posted in advance on the Town website, in the public notice, and at the start of the meeting.
3. No member *of the public* shall speak more than once on any questions until every member choosing to speak shall have spoken, nor more than twice in any case without leave of the Chairperson.
4. At the close of a public hearing, the Chairperson may grant the applicant or members of the ~~general~~ public a reasonable opportunity to be heard on any question or subject on the matter under consideration.
5. A resolution or motion must be seconded before being put to a vote by the Chairperson by roll call vote, except *that* a motion to adjourn may be made by acclamation.
6. The Chairperson may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
7. When a resolution or motion has been seconded, no motion shall be entertained unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone and refer an issue to another public body, or federal, state or county agency, or (d) to amend the resolution or motion. These listed motions are neither amendable nor debatable.
8. No motion shall be made to offer any amendment to an amendment already before the public body on any proposition.

9. A majority vote of all the members of the public body shall be required to suspend these rules of ~~order~~ *procedure*. A majority of the whole public body shall constitute a quorum.
10. All resolutions or motions shall be recorded in their entirety and the votes of each member thereon shall be kept in the official minutes of the public body.
11. If the above stated rules are or become at any time in conflict with the statutory law, the statutory law shall take precedence.

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