

Town of Canandaigua
Town Board Rules of Procedure

Approved / Acknowledged: January 10, 2022, by Resolution No. 2022-018

The Town Board of the Town of Canandaigua (herein after referred to as ‘Town Board’) hereby adopts the following Rules of Procedure. In the absence of the adoption of its own rules of order, these rules shall apply to all boards and committees of the Town of Canandaigua. The Rules of Procedure will be posted on the Town Clerk's legal bulletin board, in the Town Hall Meeting Rooms and on the Town of Canandaigua website.

CANANDAIGUA TOWN BOARD RULES OF PROCEDURE
January 2022

1. The organizational meeting of the Canandaigua Town Board will be held during the month of January of each year, pursuant to the provisions of Town Law. The Town Board shall hold at least one (1) regular meeting each month of the calendar year, the date(s) and time(s) to be decided upon at the organizational meeting.
2. The Town Supervisor shall be the Chair of the Board. In the absence of the Supervisor, the Deputy Supervisor shall act as the Chair of the Board. In the absence of both the Town Supervisor and the Deputy Town Supervisor, the Town Board shall appoint a temporary Chair.
3. The majority of the Town Board (3 members) shall constitute a quorum.

COMMITTEES

4. The Town Board may from time to time create Committees of the Town Board as deemed necessary to assist the Town Board in the transaction of its business. One or more members of the Town Board shall be appointed to serve by a majority vote of the Town Board on such Committee on an annual basis for a one-year term.
5. The Town Board may from time to time also create and abolish advisory, Special Committees and/or Commissions. Any resolution creating an advisory Special Committee or Commission shall specify the powers and duties of the Special Committee or Commission.

MEETINGS

6. At each meeting the order of business shall be:
 1. Call to order and Pledge of Allegiance
 2. Roll Call
 3. Circulation of written communications and correspondence
 4. Privilege of the Floor
 5. Priority Business
 6. Presentations
 7. Public Hearings
 8. Reports of Town Officials and Department Heads
 9. Reports of Committees, Boards and Commissions
 10. Privilege of the Floor
 11. Resolutions and Motions
 12. Approval of the Minutes
 13. Approval of Charge Back Billing
 14. Payment of Bills
 15. Other Business
 16. Privilege of the Floor

17. Executive session as needed
18. Adjournment

7. The Chair shall preserve order and decorum at all meetings of the Board.
8. Every Board member, previous to his/her speaking shall address himself or herself to the Chair. When two or more members of the Board address the Chair at once, the Chairperson shall name the Board member who is to speak first. No Board member shall speak more than once on any question, until every Board member choosing to speak shall have spoken.
9. A Board member called to order shall immediately come to order, except that he/she will be permitted to explain. If an appeal shall be taken from a decision of the Chair, the Board shall decide the case by majority vote without debate.

PERMISSION FOR THE PUBLIC TO SPEAK BEFORE THE TOWN BOARD

10. Anyone from the public shall have the right to address the Board during the Privilege of the Floor portion of any Town Board meeting. Upon request a member of the audience may address the Town Board on a matter of public concern. The time allotted for addressing the Town Board shall be limited to three minutes unless the Chair has granted prior approval for additional time.
 - Each speaker will have three minutes to speak. Time may not be transferred from one speaker to another or reserved for a later time in the same meeting.
 - Speakers must direct their comments to the Town Board.
 - The use of racial, ethnic, or homophobic slurs; lewd, obscene, threatening, abusive, or profane language will not be tolerated. Speakers who violate this rule, will have their time immediately revoked and will be asked to leave the meeting.
 - It is helpful, but not required, for speakers to provide their name and address.
 - Written materials may be provided to the Clerk and will be incorporated into the official record.

MOTIONS AND RESOLUTIONS

11. General deadline for preparation and submission of formal Resolutions to the Town Manager's Office for consideration and/or action by the Town Board is noon the Monday immediately preceding the Town Board meeting. The Town Board hereby acknowledges, in its sole discretion, may continue to consider and/or act upon any and all business that may properly come before the Town Board at any duly convened meeting of the Town Board by request of a waiver of the rule and the approval of a majority of the board.
12. No motion shall be stated, debated, or put, unless it is seconded. When a motion is seconded, the Chair, before debate, shall state it. Any motion shall be reduced to writing if the Chair or any Board member requires it.
13. After a motion is stated, it shall be before the Town Board, any such motion may be withdrawn by the Councilperson offering the motion at any time prior to decision or amendment.
14. If any question in debate contains several distinct propositions, any Board member may have the same divided.
15. When a question is under debate, no motion may be received, except a motion to amend the question, to put the question, to postpone it indefinitely, to adjourn it to a specific day, to lay it on the table, to commit it to a committee, or a motion to adjourn the Board.
16. Votes, when recorded: The name of the Board member offering a motion or resolution, and the name of the Board members seconding the motion or resolution shall be entered into the minutes. The ayes and nays and abstentions upon any question shall be taken and entered in the minutes. Any such motion must be made by a Board member, be duly seconded and then be approved by an affirmative vote of a majority of the board.

17. No standing rule of order shall be rescinded, suspended or changed, or any additional rule of order be adopted thereto, except by unanimous vote of the members present and voting at a regular or special meeting.
18. Every Resolution and Local Law, as amended before the Town Board, shall be laid over until the next regular session of the Board if so demanded by any member of the Town Board. No further action may be taken on the Resolution or Local Law or its amendments, but limited discussion may occur at the discretion of the Chair. No member shall be required to tell his/her reason for the lay-over of the Resolution or Local Law. Any action on a laid-over Resolution or Local Law must take place at the next scheduled meeting. No Resolution or Local Law may be laid over a second time.
19. All questions of order not addressed specifically by these Rules of Procedure shall be decided by legal counsel for the Town based on the provisions of Robert's Rules of Order and applicable law.
20. A motion to adjourn, duly seconded, shall always be in order and shall be decided without debate by an affirmative vote of a majority of the Board.

AGENDA

21. The Town Manager will set the agenda. The Town Clerk will post the agenda on the official bulletin board. The Town Manager's Office will post the agenda and resolutions on the website by 2:00 p.m. the Wednesday prior to a Town Board meeting.

MEETING PACKET

23. The Town Manager's Office will gather all information relevant to the Town Board meeting, including the agenda, and make it available to the members of the Town Board by 2:00 p.m. the Wednesday prior to a meeting. Also, on the Wednesday prior to a meeting the agenda and supporting documents will be e-mailed to Board members and posted on the Town's website.