

MEETING PROCEDURE

- Mayor presides at meetings of the Village Board of Trustees. In the Mayor's absence, the Deputy Mayor presides.
- A majority of the full membership of the Board, three members, constitutes a quorum for the purpose of transacting business.
- If both the Mayor and the Deputy Mayor are absent and a quorum is present, the Village Board, by a majority vote of those present, proceeds to elect one of the Trustees present as a presiding officer to chair the meeting.
- The Village will conduct its meeting using a standard set of procedures consistent with and in line with but not formally "Robert's Rules of Order".
- Members of the Village Board are reminded that they are a reflection of the representatives of the Village of Scotia and its residents and as such conduct themselves in public and executive meetings as well as interaction with the public in a manner that exhibits the highest standard of decorum.

Agenda Development

- The agenda will be developed by the Mayor in conjunction with the Clerk.
- When possible, items for the agenda should be provided to the Mayor within 5 days of the meeting.
- Items may be added to the agenda at the opening of the meeting or under new business
- The presiding officer will call agenda items in the scheduled order; however, the presiding officer reserves the right to change the order of agenda items if necessary.
- Matters or issues not specifically included on the agenda may be identified for current or future consideration under the agenda item of "Reports of the Mayor & Trustees".
- Once an agenda item has been resolved for the evening the Village Board will move on to the next item on the agenda until the agenda is completed.

Meeting Procedures

- For Work Session Meetings
 - Agenda items during work sessions will primarily be items that need discussion, development of resolution, assignment of responsibility, and review for consistency to current village law, strategic plan and/or other pertinent considerations.
 - For each agenda item, the presiding officer will provide a brief introductory statement or recognize a member of the Board to explain the agenda item and the presiding Officer will then open the floor to comments and questions from the Board Members.
 - Once an agenda item is called and the floor is opened, **any Trustee may ask the presiding officer to be recognized to provide input to the Board on the item under discussion.** Trustees and the Mayor are reminded that in their function as a Mayor/Trustee they are not village counsel and all legal discussions/opinions will be provided by the Village Attorney.

- If an agenda item needs legal input or legal input is needed prior to the meeting the request should be sent to the Village Attorney with a copy to the mayor. This is to coordinate the opinions desired on a particular agenda item as well as to manage the workload of the Village Attorney.
 - Discussion will be limited to the agenda item under discussion. All discussion from the Mayor or recognized Trustee is to be directed to the Board as a whole and not to the public or targeted to individual board members.
 - Comments by members of the Board should **be brief but thorough** and focused on the agenda item being discussed.
 - When conducive to effective conduct of business, the presiding officer may allow a more relaxed, free-flowing style of meeting; however, respectful behavior, order and decorum should still be maintained.
- Village Board Meetings
 - The primary purpose of these meetings is to act upon resolutions that are developed during the Board of Trustees Work Sessions, or brought forth in the agenda development process.
 - A Hearing and Privilege of the Floor will be included during the Village Board Meeting and will strictly follow an adopted hearing and privilege of the floor protocol. (Separate attachment) During the Hearing and Privilege the Board will not engage in conversation with residents present; however, could request the presiding officer seek clarification of questions or comments if necessary. The Board may but not always discuss issues or questions raised by residents during the hearing and privilege of the floor during the body of the meeting. In matters of individual specific questions, the Board may elect to respond through direct communication from the appropriate Village department.
 - Resolutions will be taken up by order in the agenda unless the presiding officer feels an agenda item needs to be moved forward.
 - The presiding officer or Trustee recognized by the presiding officer may make a motion to take action upon the item (i.e., motion to; approve, disapprove, or approve as amended or with conditions).
 - Motions require a second in order to be brought before the Board for consideration.
 - Board members are not required to rise but must be recognized by the presiding officer before making motions or speaking on a motion.
 - After the second the presiding officer will restate the motion for clarity if necessary and open the floor for discussion. In cases where the Board agrees that the issue has been sufficiently discussed prior to the official movement of the motion, the presiding officer can immediately call for a vote on the motion.
 - During debate and deliberation, Board Members should avoid talking at the same time or interrupting statements made by others. In the event that two or more Board Members wish to speak at the same time, the presiding officer will

recognize one to speak first, making sure that the other Board Members have a fair chance for comments or questions thereafter.

- Board Member, once recognized, may not be interrupted unless the presiding officer feels the conversation is not consistent with the agenda item being discussed.
- Comments should be limited to the topic under consideration and be brief.
- Board Members should be considerate with their time and focus to allow all board members who may wish to speak be heard.