

## **Town Board Meeting Rules of Order**

- I. During the course of conducting business, engaging in debate, or providing information, town board members should not engage in conversation with public in attendance unless on a prearranged topic (e.g. guest present to discuss topic) – exceptions may be granted by the majority consent of the board.
- II. A public comment session may be placed on the agenda – the town board shall not respond to any comments made unless with consent of the majority of the board – personal comments are not appropriate and the Supervisor has the authority to end the public comment session if deemed necessary.
- III. Public hearings, established by prior public notice, are an opportunity to share ideas specific to a stated topic – while a sign-up sheet may also be utilized, those wishing to comment must state their name and permanent address – speakers will have limited time to present their comments; personal comments are not appropriate; comments must be specific to the topic; town board may decide not to comment.
- IV. Executive Session
  - A. Matters that may imperil public safety if disclosed
  - B. Matters that may disclose identity of law enforcement agent
  - C. Information regarding current/future investigations/prosecutions of criminal offense which may imperil law enforcement if disclosed
  - D. Discussions of proposed/pending current litigation
  - E. Collective negotiations pursuant to civil service law
  - F. Medical/financial/credit/employment history of person/corporation or matters leading to appointment/employment/promotion/demotion/discipline/suspension/dismissal/removal of person/corporation
  - G. Proposed acquisition/sale/lease of real property or proposed acquisition/sale/exchange of securities held by public body when publicity may affect their value