Local Law #3 of 2005

A Local Law Establishing Policies and Procedures for conducting Town Board Meetings

Section1.

The Town Board of the Town of Watson hereby establishes the following policies and procedures for conducting business at Town Board meetings:

A. The Town Clerk shall prepare a proposed agenda for each regular Board meeting and shall forward the same to the Town Supervisor and each Town council person at least five (5) days prior to the scheduled meeting.
B. The agenda shall set forth in outline form the matters to be brought before the Town Board under the following general headings: Approval of Minutes, Public Participation (Privilege of the Floor), Communications, Committee Reports, Old Business, New Business, Other, Audit and payment of claims.
C. The Town Clerk shall keep a record of the minutes of the Board meetings and shall submit a draft of each meetings' minutes to the Town Supervisor and each Town Council person no later than two weeks following a Board meeting. In the absence of the Town Clerk, or his or her duly appointed deputy, the Town Supervisor may appoint any person, not a Town Board member, to record the minutes.
D. The Town Board shall review and approve, by majority vote, the minutes of each Board meeting at the next following meeting. Any corrections to the Board minutes shall be approved by a majority vote of the Board.
E. Public Participation shall be subject to the discretion of the Town Supervisor. All persons requesting permission to address the Town Board shall submit their request to the Town Clerk at least five (5) days in advance of a Board meeting. In no event shall an individual be permitted to behave in a manner that disrupts the orderly conduction of business.
F. Town Board meetings shall generally be held in accordance with Roberts Rules of Order, however, the failure of the Board to strictly follow any particular Rule or Procedure shall in no event invalidate any action otherwise lawfully taken by the Board.

Section 2.

This Local Law shall take effect immediately upon filing with the Secretary of State.

August 10, 2005