

Meeting: 01/06/2025  
Moved by: C. Coleman  
Seconded by: C. Brucker

Resolution 2025-3

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**Town Board Rules of Procedure 2025**

**BE IT RESOLVED** that the Town Board hereby adopts the attached Rules of Procedure for its operation for the 2025 calendar year (Appendix A.1).

Financial Impact:  
N/A

	Ayes	Nays
Councilmember Brucker	<u>  X  </u>	_____
Councilmember Coleman	<u>  X  </u>	_____
Councilmember Damone	<u>  X  </u>	_____
Councilmember Goodman	_____	_____
Supervisor Lowell	<u>  X  </u>	_____

## **Town of Newport Town Board Rules of Procedure**

### **Section 1: Regular meetings.**

Regular meetings of the Town Board shall be held at the Town of Newport Offices, 2788 Newport Road, Newport, New York 13416, at 7:00 p.m. on the second Monday of each month.

### **Section 2: Special meetings.**

The Supervisor may, and upon written request of two members of the Board shall, call a special meeting of the Town Board at any time by giving at least two days' notice, in writing, to the other members of the Board of the time when and the place where the meeting is to be held.

### **Section 3: Quorum.**

A majority of the Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.

### **Section 4: Voting upon questions.**

Every act, motion or resolution shall require for its adoption the affirmative vote of a majority of all members of the Town Board, except in such instances in which a large number of affirmative votes shall be required by law. The vote upon every question shall be taken by ayes and nays, and the names of the members present and their votes shall be entered in the minutes.

### **Section 5: Order of business.**

The business of all regular meetings of the Town Board shall be transacted in the following order:

- I. Call to Order
- II. Pledge of Allegiance
- III. Attendance
- IV. Minutes Approval
- V. Public Expression

This is an opportunity for individuals to comment on matters involving Newport other than those pertinent to Public Hearings that day. The time reserved for public expression is not a question-and-answer period. If you need to address a specific situation and do not feel comfortable speaking at the meeting, you may contact the Supervisor directly. Speakers will be limited to 2 minutes.

- VI. Monthly Reports
- VII. Public Hearings
- VIII. Old Business
- IX. New Business
- X. Announcements
- XI. Adjourn

### **Section 6: Legislative matter.**

All resolutions, ordinances and local laws, other than routine resolutions approving payment of bills, minutes and like matters, shall be in writing and filed with the Town Clerk and made available to Board members not later than the Saturday prior to the meeting at which they are introduced unless this provision be waived as to any such resolution, ordinance or local law by a majority of the members of the Board present at such meeting.

Resolutions, ordinances and local laws shall be introduced in the regular order of business and shall be read aloud by the Town Clerk before being acted upon by the Board.

**Section 7: Absence of Supervisor.**

In the absence of the Supervisor, the Deputy Supervisor shall call the Town Board to order and shall be Chairman of the meeting; and, in the absence of the Supervisor and the Deputy Supervisor, then the Town Clerk shall call the Town Board to order and if a quorum be present, the Town Board shall elect one of its members as Chairman of the meeting.

**Section 8: Members of Board may not absent themselves from meetings.**

No member of the Town Board may absent themselves from a meeting of the Town Board for more than 10 minutes at a time unless for good cause he is excused by the Supervisor.

**Section 9: Refusal to vote.**

Each member of the Board shall vote upon each question presented unless for good cause he is excused therefrom by the unanimous consent of all members of the Board present. Any member refusing to vote other than by consent of the Board shall be subject to a motion of censure.

**Section 10: Parliamentary rules.**

Except as otherwise provided herein, all parliamentary questions shall be decided in accordance with the latest edition of Robert's Rules of Order, revised, for deliberative assemblies.

**Section 11: Suspension of rules; amendment.**

Any rule of the Town Board may at any time be temporarily suspended for special reasons by a majority vote of all of the members of the Town Board present at a meeting thereof. No permanent alteration may be made except by resolution, in writing, duly filed with the Town Clerk prior to the meeting at which such amendment is introduced.