

**RULES OF ORDER AND PROCEDURE OF THE TOWN BOARD
OF THE TOWN OF EASTCHESTER**

1. The regular meeting of the Town Board shall be held on the first and third Tuesday of every month. The meetings shall begin at 8:00 o'clock p.m. except that the meetings shall begin at 7:00 o'clock p.m. during the months of November through March. The dates and times of the meetings may be modified by the Town Board.
2. The Supervisor may call a special meeting of the Town Board by giving at least a two day notice in writing to members of the Town Board of the time when and the place where the meeting is to be held. Business conducted as a Special Meeting held without two days notice is valid as long as all the Town Board members had actual notice (text message, email, facsimile transmission, letter, etc.) of the meeting, attended and participated. The Supervisor may, and upon written request of two members of the Town Board, shall within ten days, call a special meeting of the Town Board by giving at least a two day notice in writing to members of the Town Board of the time when and the place where the meeting is to be held.
3. All meetings of the Town Board shall be held within the Town Hall, 40 Mill Road, Eastchester, New York, or at such other place within the Town as the Town Board shall determine by resolution.
4. The Supervisor, when present, shall preside at the meetings of the Town Board. The designated Senior Town Board member shall preside at the meetings in the absence of the Supervisor. The remaining Town Board members shall preside at the meetings by seniority in the event the Supervisor and Senior Town Board member are absent.
5. The majority of the Town Board shall constitute a quorum for the transaction of business, but a lesser number may adjourn.
6. The vote upon every question shall be taken by ayes and nays, and the names of the members present and their vote shall be entered in the minutes, and the roll call shall be by seniority order commencing with the least senior member and ending with the most senior member of the Councilmen, except that the Supervisor or other Chairman of the meeting shall have the privilege of voting last.

7. Every act, motion or resolution shall require for its adoption the affirmative vote of a majority of all the members of the Town Board except as otherwise required by law.
8. Upon being recognized by the Supervisor or other Chairman presiding at a meeting, a person shall have the opportunity of addressing the Town Board in accordance with the provisions of Section 11 hereunder and after having stated his/her name and address for the record, as follows:
 - a. When item (e) is reached on the agenda as indicated in the order of business set forth below in Section 9 with a five minute time limit unless waived by the presiding officer.
 - b. When item (f) is reached on the agenda as indicated in the order of business set forth below in Section Nine, the public comment hereunder shall be strictly limited to the specific action or subject matter set forth in those items listed on the voting agenda and each speaker shall be limited to five minutes unless waived by the presiding officer.
 - c. When item (m) is reached on the agenda as indicated in the order of business set forth below in section 9, there shall be a time limitation of five minutes per speaker unless waived by the presiding officer.
9. The following shall be the order of business of all the meetings of the Town Board:
 - a. Call To Order
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Special Presentations
 - e. Public Hearings

- f. Opportunity to Address the Board
 - g. Appointments
 - h. Approval of Minutes
 - i. Reports of Departments, Boards and Commissions
 - j. Correspondence
 - k. Miscellaneous Business
 - l. Council Member Reports
 - m. Second Opportunity to Address the Board
 - n. Adjournment
10. Any of these rules may be suspended for a special purpose by a vote of the members of The Town Board.
11. Notwithstanding anything to the contrary contained herein, at public hearings and opportunities to address the Town Board, the Supervisor or the presiding officer may, at the beginning of the opportunity or hearing, designate the time allowed each person desiring to speak on the question before the Board. No persons shall speak more than once on the same general question and rebuttal shall be permitted with the permission of the Supervisor or presiding officer. At such opportunities or public hearings, the presiding officer may, before the meeting is commenced, designate the hour at which discussion will end, and he shall preserve order and decorum. Further, notwithstanding anything to the contrary contained herein, the Supervisor or presiding officer has no obligation to permit anyone to address the Board who demonstrates abusive, disrespectful or inappropriate conduct.
12. These rules shall not to be construed as abridging or infringing in any manner upon the powers and duties of any member of the Town Board or of the Supervisor as a member thereof as prescribed by law.

13. Any question of order not governed by the foregoing rules shall be decided by the presiding officer in accordance with Robert's Rule of Order.
14. Within a reasonable time following each meeting of the Town Board, the Town Clerk shall furnish each member thereof with a copy of the minutes of said meeting and same shall be reviewed and approved by the Town Board at a subsequent meeting, subject to any modification as a result of an omission or a correction thereof.
15. Public meetings of the Town Board may be televised on the Town's local cable access channels or website in the public interest.
16. Upon their adoption by the Town Board, these rules shall supercede all previous rules or order and procedure and shall remain in effect until otherwise amended or superceded by the Board.