Village of Brockport
Village Board
Meeting Procedures Policy
Revised 08/17/2026

INTENT: Every public body has an inherent right to regulate its own procedures. Legislative bodies need rules so that the will of the majority is expressed and the rights of the minority are protected.

Section 1. MEETINGS: The Board of Trustees for the Village of Brockport, New York shall hold regular meetings on the first and third Mondays of each month per the adopted schedule. Such meetings shall commence at 6:00pm and be conducted in the conference room of the Village Hall at 49 State Street, Brockport, New York. Any deviation of the foregoing paragraph shall be determined by the Board of Trustees.

The Village Clerk or designee shall attend every regular meeting. The Village Attorney, Treasurer, and Department Heads shall attend the second regular meeting of the month (the third Monday).

Section 2. SPECIAL MEETINGS: The Board of Trustees for the Village of Brockport, New York shall hold work sessions on the fourth Monday of each month per the adopted schedule.

Special meetings of the Board of Trustees are all those Board meetings other than regular meetings. A special meeting may be called by any member of said Board upon notice to the entire board and Village Clerk. Notice shall be given by telephone, in person, or in writing.

Section 3. QUORUM: A quorum shall be required to conduct business. A quorum of the (5) five member Board of Trustees shall be (3) three. In the absence of a quorum, a lesser number may adjourn and compel the attendance of absent members.

Section 4. EXECUTIVE SESSIONS: Executive sessions shall be held in accordance with the New York State Public Officers Law Section 105. All executive sessions shall be commenced in a public meeting.

Section 5. AGENDAS: The agenda shall be prepared by the Clerk at the direction of the Mayor. The Mayor or any Trustee may have an item placed on the agenda. Items for the agenda shall be given to the Clerk by noon the Wednesday preceding the Monday meeting. However, items may be placed on the agenda at any time, including during the meeting. The agenda shall be prepared by end of day Friday prior to the Monday meeting. If necessary, a supplemental agenda shall be distributed at the beginning of the meeting. The agenda will be emailed to board members and posted on the Village website when finalized and/or 48 hours in advance of the meeting. The agenda will include login information for videoconference participants.

Section 6. VOTING: Pursuant to Village Law, each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie. A majority of the totally authorized voting power is necessary to pass a matter unless otherwise specified by State Law. An abstention, silence or absence shall be considered a negative vote for the purpose of determining the final vote on a matter. A vote upon any question shall be taken verbally, and the names of the members present and their votes shall be entered in the minutes.

Once the Board has voted on a matter, the matter is closed and no member of the Board including the presiding officer may speak or comment on the matter.

When the presiding officer is out of order, they may be called out of order by any member of the Board.

Section 7. MINUTES: Minutes shall be taken by the Clerk. Minutes shall consist of a record or summary of all motions, proposals, resolution and any other matter formally voted upon and the vote thereon. Minutes shall be taken at executive session of any action that is taken by formal vote which shall consist of a record or summary of the final determination of such action, and the date and vote thereon, provided, however, that such summary need not include any matter which is not required to be made public by the New York State Freedom of Information Law. (See attachment)

MINUTES SHALL INCLUDE THE FOLLOWING:

- Name of the Board
- Date, place and time of the meeting
- Notation of presence or absence of Board members and time of arrival or departure if different from time of call to order and adjournment.
- Name and title of other Village officials and employees present.
- Names of attendees.
- Record of communications presented to the Board.
- Record of reports made by Board or other personnel.
- Time of adjournment.
- Signature of Clerk or person who took the minutes if not the Clerk.
- Minutes are not required to be a verbatim account of the meeting.
- The State's Open Meetings Law requires minutes to include an accurate and complete record or summary of all:
    - Motions
    - Proposals
    - Resolutions
    - Any other matter formally voted upon by the board as well as the actual vote of each member of the public body.

Minutes shall contain only a summary of the discussion leading to action taken but shall not include verbatim comments. Officials desiring that a verbatim statement be included must provide such statement electronically to the Village Clerk the day following the meeting.

Minutes shall be typed and available to the Village Board within 2 weeks as per law. Unapproved minutes will be posted online for public review within two weeks. Minutes shall be approved at the next Board meeting. Amendments to the minutes shall require Board approval.

Section 8. ORDER OF BUSINESS:

Call to order / Pledge to the Flag
Moment of Silence
Oath of Office (ceremonial)
Certificates & Proclamations
Public Hearings
Public Comment – note: 5-minute limit per person
Guests – note: 20-minute limit per guest/topic scheduled on agenda
Approval of minutes
Approval of bills to be paid
Clerk & Treasurer Reports

Personnel Items
Department Reports
Old or New Business
Village Board reports
Executive Session (if needed)
Adjournment

Section 9. GENERAL RULES OF PROCEDURE: Meetings shall be conducted in accordance with NYCOM best practices. The Mayor shall preside at the meeting. In the Mayor's absence, the Deputy Mayor shall preside. If the Mayor has not appointed a Deputy Mayor, they will rotate Trustees to run the meeting. The presiding officer may debate, move and take other action that may be taken by other members of the Board.

Board members shall not be required to rise but must be recognized by the presiding officer before making motions and speaking. A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, were called to order, he shall be permitted to proceed.

There is no limit to the number of times a member may speak on a question.

Motions to close or limit debate may be entertained but shall require a three-fifths vote.

A motion shall be discussed or acted upon only if any member of the totally authorized voting power – except the member that made such motion – seconds such motion.

Members of the Board, including the presiding officer, may only speak or comment on the current subject before the Board. Members of the Board including the presiding officer may not speak or comment on any subject that is not currently before the Board.

Section 10. MEETING CONDUCT:

1. Residents and guests are welcome at every meeting of the Brockport Village Board. All participants at Board meetings, including members of the Board and members of the public, should recognize Village Board meetings are convened to conduct Village business. The meetings are held in public but are not public meetings.

2. Board members and audience members must conduct themselves in a civil manner.

3. There will be no obtrusive and/or disruptive behavior or talking permitted from the audience. Any discussions between audience members should be conducted outside the Board room.

4. There will be no shouting out from audience members, or use of profanity by audience or Board members.

5. A recess, upon majority vote, may be requested at any time by any Board member, if violation of the Meeting Conduct Rules is observed, or obtrusive and/or disruptive behavior by the audience occurs.

6. Any Board member may request to have removed from the meeting any person, or persons, whose actions are in violation of Meeting Conduct Rules, obtrusive, or

disruptive upon a majority vote. Should such person, or persons, refuse to leave the meeting, 911will be called to request the assistance of the Village of Brockport Police Department.

7. All Public Hearings will be conducted in accordance with applicable New York State Law.

8. Tripods and similar large equipment for recording meetings shall be placed in designated areas only.

9. The Village Board will carefully consider all public input. However, the fact that an issue is brought forward, or a question is asked, does not imply that it must be acted upon or immediately answered.

10. The Village Board will follow the rules of conduct during all meetings, including Executive Sessions.

Section 11. GUIDELINES FOR PUBLIC COMMENT:
The public shall be allowed to speak only during the public comment period of the meeting or at such time as recognized by the presiding officer.

Speakers must be visible.
Speakers must give their name, address and organization, if any.
Speakers must be recognized by the presiding officer.
Speakers must limit their remarks to (5) minutes on a given topic or extended if recognized by the presiding officer.
Speakers may not yield any remaining time they may have to another speaker.
Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
All remarks shall be addressed to the Board as a body and not to any member thereof. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
Interested parties or their representatives may address the Board by written communications in the event of creating a hardship to attend the meeting personally.
The Village Board, at its discretion, may suspend or cancel the Public Comment period at a meeting.

Section 12. AUDITING: The approval of the Board to pay the bills upon audit must be done by motion. Bills shall be prepared by Noon Monday the day of meeting.
(When possible, they will be prepared by end of day Friday prior to the Monday meeting.)

Section 13. ADJOURNMENT: The meeting shall be adjourned by motion.

Section 14. AMENDMENTS TO THE RULES OF PROCEDURE: The foregoing procedures may be amended from time to time by a majority vote of the Board.

ATTACHMENT TO Section 7.
OPEN MEETINGS LAW "SUNSHINE LAW"
Effective in New York State in 1977. Amendments that clarify and reaffirm the public's right to hear the deliberations of public bodies became effective on October 1, 1979.

A public body cannot close its doors to the public to discuss the subject of its choice, for the law specifies and limits the subject matter that may appropriately be discussed in executive session. The law can be found online here: https://opengovernment.ny.gov/open-meetings-law

The eight subjects that may be discussed behind closed doors include:

(a) matters that will imperil the public safety if disclosed;
(b) any matter which may disclose the identity of a law enforcement agency or informer;
(c) information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
(d) discussions regarding proposed, pending or current litigation.
(e) collective negotiations pursuant to Article 14 of the Civil Service Law, (the Taylor Law); (f) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
(g) the preparation, grading or administration of examinations, and
(h) the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

These are the only subjects that may be discussed behind closed doors; all other deliberations must be conducted during open meetings.

A public body can never vote to appropriate public monies during a closed session. Although a public body MAY vote during a properly convened executive session, any vote to appropriate public monies must be taken in public.

NOTE: If a vote is taken during a properly convened executive session, minutes of the executive session must be taken and included in the meeting minutes.