Attachment F

January 5, 2015
Organizational Meeting

Rules of Order of the Town Board of the Town of Oswego

1. The Supervisor shall preside at all meetings of the Board and shall preserve order and decorum in the conduct of the meeting.
2. The Supervisor, immediately following the opening of every regular meeting of the Board, shall proceed to the regular order of town business as follows: Roll call, Town Clerk Report, Supervisor report, reception of petitions and other communications addressed to the Town Board, reports of committees, reports of officers and department, and introduction of resolutions and motions.
3. The Supervisor will hold a public comment prior to the resolutions and motions. At this time the public will be invited to comment.
4. Every resolution or motion must be seconded before being put to a vote by the Supervisor and all resolutions or motions shall be recorded in their entirety in the official minutes of the Town Board.
5. The Supervisor may offer or second a resolution or a motion and need not relinquish the chair for such purpose.
6. No motion or resolution may be brought to a vote except by the majority consent of those Town Board members present unless printed or typewritten copies thereof are presented to each member of the board 48 hours prior to the opening of the meeting at which such motion or resolution is offered.
7. No Town Board member shall speak more than once on any question until every Board member choosing to speak shall have spoken.
8. When a question is under debate, no motion shall be entered unless (a) for an adjournment or recess, (b) for the previous question to lay on the table, (c) to postpone to refer to a committee, or (d) to amend. These latter motions are neither amenable nor debatable.
9. No motion shall be made to offer an amendment to an amendment already before the Board on any proposition.
10. A majority vote of all the members of the Board shall be required to suspend these rules of order. A majority of the Board shall constitute a quorum.
11. If the above rules are or become at any time in conflict with the statutory law, the statutory law shall take precedence.
12. No member of the public shall engage in any demonstration, booing, hand clapping or otherwise disrupt the town board meeting.
13. Any person speaking to the town board with the consent of the supervisor shall address his/her remarks to the town board, no to the other members of the audience in the form of a debate or otherwise.
14. The public will be invited to comment on any motion or resolution not listed on the publicized agenda that is brought before the town board during a meeting.