

COLUMBIA COUNTY
BOARD OF SUPERVISORS
2013 RULES OF ORDER

Attachment Res. No. 1-2013

RULE NO. 1: REGULAR MEETINGS

Regular sessions of this Board shall be held in the Supervisor's Chambers in Hudson, New York on the second Wednesday of each month at 7:30 p.m. and on December 27, 2013 at 3:00 p.m., which shall be the Year End Meeting. Organization of the 2014 Board shall be on January 3, 2014 at 3:00 p.m., in conformance with Section 151 of the County Law, at the time hereby set by the Board.

RULE NO. 2: MINUTES

Upon the appearance of a quorum, the Chairman having taken the Chair, and the members having been called to order, the minutes of the preceding meeting shall not be read unless a motion is made and carried that they be read.

RULE NO. 3: ORDER OF BUSINESS

1. Roll Call
2. Reading of the Minutes
3. Reading of the Communications
4. Reading of Reports
5. Reports, Announcements
6. Resolutions, Motions and Notices
7. Unfinished Business
8. Special Order, New Business
9. Auditing of Accounts and Claims

RULE NO. 4: PRIORITY OF BUSINESS

All questions relating to the priority of business – that is, the priority of the question of one subject matter over another, shall be decided without a vote by the Chairman.

RULE NO. 5: VOTES OF THE BOARD

(A) In all questions where appropriations are involved, an "AYE" and "NAY" roll call vote shall be taken and the same shall be a record vote.

(B) If any 2 members request it, an "AYE" and "NAY" roll call vote shall be taken and recorded on any question.

RULE NO. 6: RULES OF ORDER

In any matter of procedure, not addressed by rule, policy or procedure of the Board of Supervisors, shall be governed by the Rules of Order of the Assembly of the State of New York.

RULE NO. 7: ABSTENTIONS

(A) Members entitled to vote – every member who shall be present when any questions are stated from the Chair, shall vote thereon, unless excused by the Chair.

(B) Excuse from voting – every member requesting to be excused from voting must state a reason for making such a request.

RULE NO. 8: SPECIAL ORDER

No resolution or other matter shall be made a special order of the day for a particular order of the day without the assent of the Chairman.

RULE NO. 9: NON-MEMBERS ADDRESSING THE CHAIR

Non-members may not address the Chair unless prior approval therefore has been given by the Chairman of the Board of Supervisors. If said approval is not obtained, a non-member may only address the Chair upon approval therefore granted by a two-third's (2/3) vote of the membership. This shall be termed the "Privilege of the Floor". The privilege of the floor shall be subject to such conditions as may be set forth by the Chairman of the Board upon granting privilege of the floor to any non-member.

RULE NO. 10: EXECUTIVE SESSIONS

Upon a majority vote of the total membership of the Board taken in an open meeting, pursuant to a motion identifying the general area or areas to be considered, the Board may conduct an Executive Session, which Executive Session will be conducted consistent with the requirements of Article 7 of the Public Officers Law of the State of New York, commonly referred to as the Open Meetings Law.

The Chairman of the Board shall act as Chairman and preside over said Executive Session.

RULE NO. 11: COMMITTEE ON RESOLUTIONS AND PROCEDURES

Upon the Organization of the Board, the Chairman shall appoint a Committee of three members of which the Chairman shall be one, to be known as the Committee on Resolutions and Procedures, to which Committee all resolutions and petitions shall be referred before any action shall be taken thereon. The remaining two members of said Committee on Resolutions and Procedures shall be the Majority Leader and the Minority Leader. These two members of the Committee shall have the authority and shall appoint a member of the Board to be an alternate for them on this Committee.

Resolutions shall be submitted in writing, and shall have the signatures of a majority of the members of the Resolutions Committee.

This Committee need not report at the same meeting, but may do so by a vote of two-thirds (2/3) of the members of the Committee. A notice of two days shall be given of a motion asking the Board to discharge the Committee from further consideration of any specific petition or resolution, which resolution to discharge the Committee shall require a vote of two-thirds (2/3) of all members of the Board present by weighted vote.

RULE NO. 12: RESOLUTION, PREPARATION AND PROCEDURE

Resolutions or requests shall be submitted, in writing, to the Office of the County Attorney no later than the last Friday of each month, or the Friday next preceding a special meeting. This rule may be waived in emergency instances upon a 2/3 vote of all members of the Board present, on the basis of weighted vote, or upon express authorization of the Chairman of the Board of Supervisors.

RULE NO. 13: STANDING COMMITTEES

Will be forthcoming later due to Committee assignments being finalized. This will be completed with rules and regulations.

RULE NO. 14: RESOLUTIONS COMMITTEE – 3 MEMBERS

All meetings of standing or special committees of the Board of Supervisors shall be held on five (5) days written notice to members of said committee, and a copy of each notice shall be forwarded to the official newspapers. When an emergency meeting is called as much notice as practicable shall be given. Procedure for conduct of said meetings shall be prescribed by these rules. In instances where confidentiality is required under the Open Meetings Law or elsewhere by law, the notice shall comply with the requirements of the Open Meetings Law for such notices and minutes shall be taken as prescribed. A quorum is required for a Committee to make recommendations to the Board.

RULE NO. 15: STANDING COMMITTEES

The Standing Committees of the Board shall be only those as outlined in Rule No. 13. The Chairman of the Board shall designate committee chairmen at the Organizational Meeting of the Board, and shall also designate the committees except otherwise provided in these Rules of Order. The Chairman of the Board of Supervisors shall be an ex-officio, non-voting member of all standing and special committees – except those committees where the Chairman has been appointed a standing member of the Committee.

RULE NO. 16: SPECIAL COMMITTEES

The Chairman of the Board may appoint a Special Committee covering any questions which may come before the Board, including special citizen advisory panels to assist committees. Members of such citizen advisory panels shall receive no compensation and shall serve at the pleasure of the Chairman of the Board.

RULE NO. 17: ALTERING THE RULES

By a two-thirds (2/3) vote of the Board any rule may be changed, amended or rescinded.

RULE NO. 18: DEPUTY CHAIRMEN

The Chairman of the Columbia County Board of Supervisors shall have the authority and may appoint from any of the membership prior to the 1st day of February each year, up to two (2) Deputy Chairmen of the Board of Supervisors pursuant to Section 401 of the County Law. Said Deputies shall perform such duties not inconsistent with the law as shall be assigned by the Chairman.

Said Deputies shall possess the powers and perform the duties of the Chairman during the absence or inability of the Chairman to act.

In the event of a vacancy in the Office of the Chairman, said Deputies shall possess the powers and perform the duties of the Chairman until a successor Chairman is selected pursuant to Section 151 of the County Law of the State of New York.

If there be more than one deputy, the Chairman shall designate in writing and file in the office of the County Clerk and of the Clerk of the Board of Supervisors the order in which they are to serve during his absence or inability to act.

RULE NO. 19: RECESS AND ADJOURNMENTS

The Chairman of the Board may recess any meeting on his own motion and may set a time and date for such meeting to reconvene not more than 10 days after such recess. The Board may adjourn any meeting by simple majority of those present at any time. No recessed meeting shall be reconvened beyond the Board's next scheduled regular meeting and upon calling such next scheduled regular meeting to order, the recessed meeting shall be deemed adjourned.