

2013 RULES AND ORDER OF BUSINESS
TOWN OF SENECA, TOWN BOARD

RESOLVED, that the following be the rules and order of business of this Board:

1. The Organization Meeting of the Seneca Town Board shall be held on or before January 8 of each year.
2. At each session the Order of Business shall be:
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Approval of Agenda
 - d. Town Safety
 - e. Privilege of the Floor
 - f. Approve Minutes of Last Board Meetings
 - g. Communications
 - h. Reports
 - i. Warrants
 - j. New Business
 - k. Old Business
 - l. Adjournment
3. The Order of Business shall be incorporated in an Agenda for each regularly scheduled meeting, said agenda to be prepared by the Supervisor, subject to his or her discretion.
4. The minutes of the preceding session shall be approved without being read, unless the reading thereof is called for by a member of the Board.
5. The Supervisor shall preserve order and decorum and shall decide all questions of order, including but not limited to the interpretation of the Rules and Order of Business, subject to an appeal by the Board
6. When two or more members wish to speak, the Supervisor shall name the member who is to speak first.
7. No member shall speak more than once on any question until every member choosing to speak shall have had the opportunity to speak.
8. A member called to order shall immediately come to order, except that he or she be permitted to explain. If an appeal be taken from the decision of the Supervisor, the Board shall decide the case without debate, and the question shall be stated by the Supervisor to be, "Shall the decision of the Supervisor be overruled by the Board?"
9. Persons not members of the Board may, with the Supervisor's permission, be permitted to speak in regard to matters pending before the Board.
10. Every council member present when a vote is stated by the Supervisor shall vote thereon, unless excused by the Supervisor. When excused by the Supervisor the reason for abstaining or being excused shall be stated publicly.
11. All motions shall be first offered, then seconded, then stated by the Supervisor before debate, and then debated, except that a member invoking the rule to divide a question (Rule No. 13) shall require no second, no debate, and no vote. All motions requiring a vote shall be decided by a majority vote, except the motion to put the question which shall require two-thirds of the vote, except a motion to approve any project in the program budget of the capital improvement plan scheduled to be funded through bonding, which shall require two-thirds of the vote, except where otherwise required by law.
12. After a motion is stated by the Supervisor, it shall be before the Board, but may be withdrawn by the person offering the motion and the person seconding the motion at any time before decision or amendment.
13. If any question in debate contains several distinct propositions, any member may have the same divided for purposes of debate and voting.

14. When a question is under debate, no motion shall be received except a motion to amend the question, to put the question, to adjourn it to a day certain, to lay it on the table, to commit it to a committee, or a motion to adjourn the Board.
15. A motion to adjourn shall always be in order.
16. The names of the members offering and seconding a resolution shall be entered in the minutes.
17. The ayes and nays upon a question shall be taken and entered in the minutes, when require by law or if requested by any member
18. No motion for reconsideration shall be in order unless the motion is made on the same day or on the next session day following that on which the decision proposed to be reconsidered took place. The motion to reconsider must be made by a member who voted with the majority upon the decision to be reconsidered. Where any motion or resolution failed to receive a majority, the motion to reconsider must be made by a member who voted in the negative. A motion to reconsider having been put and lost shall not be renewed nor shall any subject be a second time reconsidered without unanimous consent of the members present and voting.
19. Notwithstanding the above, any member necessarily absent may, at the next regular session after the adoption or consideration of any motion or resolution, moves a reconsideration of the same.
20. No member, whose attendance at any session has been noted in the record thereof, but who was absent at the time of the adoption or reconsideration of any motion or resolution at such session, shall be deemed to have been "necessarily absent" unless prior to such absence he or she shall have been excused by the Supervisor, such excuse to be noted in the minutes.
21. No standing rule or order shall be rescinded, suspended, or changed or any additional rule or order be adopted thereto except by unanimous vote of the members present and voting at a regular or adjourned or special session.
22. Every resolution and local law as amended, before the Board, shall lay over until the next regular session of the Board if so demanded by any member. No further action may be taken on the resolution or local law or its amendments, but limited debate may continue at the discretion of the Supervisor. No member shall be required to tell his or her reason for lay-over of the resolution, motion or local law. Any action on a laid-over resolution or local law must take place at the next regular session. A special meeting may be called, for purposes of considering a laid-over resolution or local law, prior to the next regular session. If a special meeting is called for that purpose, any action on the laid over resolution must take place at said special meeting. Amendments to such a resolution or local law being considered are not subject to lay-over.
23. No resolution or local law may lay over a second time. When a motion, resolution or local law is presented at the last session of any year, then, and in that event, the Board must take a vote upon such motion, resolution or local law on that day unless such motion, resolution or local law is laid on the table by a weighted majority of the members present and voting.
24. The Chairman of the Board may authorize the setting of a date for all necessary public hearings, and may authorize the Clerk to give notice thereof. Each local law shall be presented by the delivery of a copy thereof to each councilman, and by notation thereof as a Communication. Each local law shall be adopted as a local law, without a separate resolution of adoption, and the Clerk is hereby authorized to renumber local laws as necessary to satisfy the requirements of the Municipal Home Rule Law.