

2024
City of Hudson
Common Council
Rules of Order

Rule #1

The regular Monthly meetings of the Council shall be held on the Third Tuesday of each month at 6:00PM. The Informal work sessions of the Council shall meet at 6:00PM on the 2nd Monday, preceding the Third Tuesday of each Month.

Rule #2

For both the informal and formal sessions, upon the appearance of a quorum the President or in his absence the Majority Leader shall take the Chair and the members shall be called to order.

Rule #3 Order of Business – Formal Session

- a. Roll Call.
- b. Approving Minutes previous Meetings and Treasurer’s Report.
- c. Paying of the bills.
- d. Voting of Laws and Resolutions.
- e. Old Business.
- f. New Business.
- g. Adjournment.

The President has the discretion to change the order of the Agenda.

Rule #4 Local Laws and Resolutions

All Resolutions and Laws shall be submitted in writing at the Informal Session for discussion before submission to the Formal Session. This rule may be waived by the President of the Council when deemed necessary. Any matter, motion, proposed resolution or law introduced at the Informal or Formal Session, the President, at his sole discretion, may assign it to the appropriate ad hoc Committee(s), or place it on the Agenda for consideration by the Council. A petition by three members of the Council to the full Council will be sufficient to discharge a draft law or resolution and bring it up for consideration by the Council.

Rule #5 Votes of the Council

In all questions pertaining to appropriations an “AYE” and “NAY” vote shall be taken and the same shall be a record vote.

Upon a division of the Council, the names of those who vote for and those who vote against the question shall be entered upon the minutes.

Every member who is present when any questions are stated shall vote thereon unless recused due to a conflict of interest. Abstentions are counted as no votes.

Absences are neither aye or nay votes they are simply no vote at all.

Where the City Charter requires the affirmative vote of a majority of the Council, whether a simple majority, two-thirds, or three-quarters, the required vote of the Council [C 12-13, C. (1)] is based upon the whole Council.

Note also that vacancies on the Council do not change the requirement for either the majority required for a quorum or for adoption of any measure requiring a majority vote (simple majority, two-thirds, or three-quarters).

Rule #6 Priority of Business

All questions relating to the priority of business – that is, the priority of the question of one subject matter over another, under the same order of business – shall be determined by the Chair without having been put to a vote by the Council.

Rule #7 Conduct of Debate

When a question is pending, a member can condemn the nature or likely consequences of the proposed measure in strong terms, but he or she must avoid personal attacks, and under no circumstances can he or she attack or question the motives of another member. The measure, not the member, is the subject of debate.

Rule #8 Non-Members Addressing the Council

At the discretion of the Chair, non-members, after identifying themselves and providing their place of residence, may address a question before the Council or new business at the new business portion of the meeting, in each case, after council members have discussed the issue at hand. As with council members, non-members first must be recognized by the Chair. The Chair has the authority to limit the number of speakers and the time allocated to each person. Any non-member seeking to speak must do so in an orderly manner and shall not engage in conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. Nor shall any non-member engage in any threatening manner or abusive language directed at any member of the Council, City Department representative, or member of the public. If any person continues to engage in such behavior after being warned by the Chairperson to cease such behavior, Chair may order the removal of said person from the meeting.

Rule #9 Executive Sessions

An executive session may be held at the Informal and Formal Sessions. Any member may make a motion to enter into executive session identifying the general area or subject to be discussed. The motion must then be carried by a simple majority vote of the total membership of

the Council or a majority of the members of the standing committee. Executive Sessions must be conducted consistent with the requirements of the Public Officer's Law, Section 105, of the State of New York.

The following constitutes a complete list of the subject areas for which a public body may enter into an executive session:

- Matters which, if disclosed, will imperil the public safety;
- Matters which may disclose the identity of a law enforcement agent or informer;
- Information regarding current or future investigations or prosecutions of a criminal offense which would imperil effective law enforcement if disclosed;
- Discussions or proposed, pending, or current litigation;
- Collective negotiations pursuant to the Taylor Law;
- 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;
- The preparation, grading, or administration or examinations;
- The proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by a public body, but only when publicity would substantially affect the value thereof.

If any formal action is taken during the executive session, minutes must be compiled consisting of a record of the final determination of action that was taken and the date and vote, consistent with the requirements of the Public Officer's Law of the State of New York. Otherwise the matters discussed in executive session are confidential and cannot be disclosed by those in attendance. The Council Chair will preside over said Executive Session.

In addition, the process for going into executive session, the Council may exclude the public upon a motion and majority approval to enter into a closed session to consultant with the legal counsel to the Council.

Rule #10 Paying of the Bills

All bills presented to this council for payment must be delivered to the Council for endorsement. Bills may be received at the Informal and Formal Session at the discretion of the Chair. For payment to be authorized a bill must be endorsed by 2 or more council members.

Rule #11 Altering the Rules

By a two-thirds simple vote of the Council, any of these rules may be amended or rescinded.

Rule #12 Recess and Adjournments

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

Rule #13 Rule of Order

In any matter of procedure whatsoever, not covered by these rules, the Council shall be governed by Robert's Rules of Order.

Rule #14 Designation of Majority or Minority Leader

It is necessary to designate Majority and Minority Leaders of the Common Council as the Majority Leader presides over meetings of the Common Council in the absence of the Council President and the respective leaders also serve on the boards of directors on the Hudson IDA and the HCDPA.

The purpose of this rule is to provide a means of designating the Minority Leader when all of the members of the Council are of the same political party or there is more than one minority party represented in the Council. These rules are not intended to interfere with the right of a caucus of members of the same political party from designating their leader.

For the purposes of this rule, party membership shall be determined by the party membership of the Council member at the time of commencement of the most recent city election cycle which shall be deemed the last day for submitting petitions to be placed on the ballot.

In the event that all members of the Council belong to the same political party, the entire Council shall hold one vote to designate the Majority leader and another vote to designate the Minority leader.

If there are two members who belong to different minority parties, they will split the two-year term for minority leader, unless one cedes the right to the other.

If there are more than two members who belong to different minority parties, they will divide the two-year term by that number, unless one or more of the members cedes their right.

Rule #15 Reasonable Accommodation

Any Councilmember, upon prior written notification to the Council President, may request a reasonable accommodation.