

**COUNCIL RULES FOR THE GOVERNMENT OF
THE COMMON COUNCIL OF THE CITY OF
KINGSTON**

Adopted January 1, 1908,

Amended, Revised, and

Continued January 1, 2024

RULE I

MEETINGS

1. The Common Council shall hold its regular monthly meeting on the first Tuesday of each month at 7:30 PM unless otherwise ordered by the Council President with the consent of the Majority and Minority Leaders. Other meetings may be designated by resolution of the Common Council or called pursuant to C13-2(A) ARTICLE XIII of the City Charter.
2. Virtual Participation is permitted for council members, subject to state law.
 - a. To virtually participate in a meeting, council members shall seek permission from the chair with at least 24 hours' notice. Permission needs to be requested through an email to the chair, the president of the council, and the city clerk. It must include the explanation, complying with state law, which states virtual participation is allowed for extraordinary circumstances such as illness, caregiving responsibilities, or any other significant or unexpected factor or event that precludes the member's physical attendance at such meeting. If permission is not granted, the council member cannot be included in the vote unless they are physically present at the meeting.
 - b. Any council members participating virtually must remain on camera to ensure they are heard, seen, and identified while the meeting is being conducted, with the exception of executive sessions or attorney-client sessions.
 - c. The minutes of meetings involving videoconferencing must include which, if any, members participated remotely.
3. The latest time for filing all matters to be presented at a regular meeting of the Common Council shall be 11:00 AM on the Friday immediately prior to the meeting date.
4. All matters to be presented at a special meeting of the Common Council must be filed by 11:00 AM on the business day before the special meeting.
5. The City Clerk of the Common Council, with the consent of the Council President, may waive the deadlines as set forth in paragraphs 3 and 4 of RULE I.
6. The City Clerk, or the Clerk's designee, shall attend all meetings of the Common Council.

scheduled Common Council meeting.

RULE IV

COMMITTEES

1. The Common Council shall maintain the following Standing Committees, each comprised of five (5) members:
 - a. Finance & Audit
 - b. Laws & Rules
 - c. Community Development
 - d. Public Safety & General Government
2. All legislation requiring the expenditure of money shall be referred to the Committee on Finance & Audit to report.
 - a. Each favorable committee expenditure report must set forth an estimate of the total recommended expenditure along with details sufficient to establish a reasonable basis for the estimated costs.
 - b. The total sum appropriated by such legislation may not exceed the Finance & Audit Committee's reported estimate.
3. The Council President may appoint special committees as needed.
4. Members of the Standing and Special Committees shall serve at the pleasure of the Council President.
5. Members of the majority party in the Common Council shall be granted the majority of the committee assignments and shall control all committees.
6. Members of the minority party shall be represented on each committee.
7. Committee Reports
 - a. Each committee of the Common Council will be required to submit a detailed report to the Council President. The report will include: recommendations of the majority of the committee on proposed legislation; all matters discussed in committee including courses of action to be taken by the committee at a later date in time; the time, date, and place where the meeting was held; and should specify what committee members were present for the meeting.
 - b. All committees shall render proposed legislation to be considered by the entire Common Council, in accordance with paragraphs 3 and 4 in RULE I and detailed committee reports must be submitted to the President of the Council within 30 days of the date the committee meeting was held.
 - c. Emergency legislation brought forward by committees is permitted with the consent of the Council President, the Majority Leader, and the Minority Leader. The Mayor may present proposed legislation at any time.
 - d. Committee reports shall not be read except upon request of a majority of the committee members so stated in the report, in which case they shall be read after the Communications as provided in the Order of Business as set forth in RULE VII.
 - e. The Office of the City Clerk shall maintain Committee Reports as public records.

2. The Presiding Officer shall recognize each speaker, in the order registered, when the hearing is commenced. Speakers shall provide their name and address for the record prior to their remarks.
3. Speakers must limit their remarks to three (3) minutes. Remarks shall be addressed only to the hearing issues. Speakers may not yield any remaining time they may have to another speaker.
4. Speakers at a public hearing shall follow the Rules of Decorum as set forth in Rule VII.
5. The City Clerk shall include in the minutes of the hearing the name and address of each speaker, a summary of the remarks, and written statements submitted to the Common Council.

RULE VII

ORDER OF BUSINESS

1. The following order of business for a regularly scheduled or a special Common Council meeting shall not be set aside or suspended, except by a majority of all members of the Common Council in office.
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Moment of Silence
 - d. Roll Call
 - e. The presiding officer may call for a motion to dispense with the reading of the minutes of the last meeting. If the motion is adopted without objections or corrections, the presiding officer will declare those minutes approved.
 - f. The presiding officer may call for a motion to dispense with the reading of the general bills. If the motion is adopted without objections or corrections, the presiding officer will declare the general bills approved.
 - g. Public Speaking - The public shall be allowed to speak during this period of the meeting. Speakers shall address the presiding officer, and Common Council members shall not engage in debate during this period. The public comment period shall be limited to thirty (30) minutes unless, upon motion of any member, the time shall be extended by a majority vote of the members present for an additional thirty (30) minutes. Speakers will be allotted three (3) minutes to address the Common Council and will be advised by the presiding officer when three minutes have expired. Speakers are requested to conclude their remarks at that time. Speakers will not be permitted to yield any remaining time to another speaker. Speakers may sign up by signing their name on the podium in Council Chambers. If a speaker wishes to speak through the virtual platform, they may sign up by emailing the City Clerk by 12:00 PM the day of the meeting. Speakers must provide their name and address for the record before addressing the Common Council. In lieu of oral testimony, members of the public may submit written testimony which will be distributed to each member by the Clerk of the Common Council. Speakers shall follow the rules of decorum as set forth in Rule VIII.

to the item at hand and to its merits and shall not be interrupted except by a point of order raised by another member.

- c. Members shall address their remarks to the presiding officer and maintain a courteous tone.
 - d. Any member may speak on any resolution, motion, ordinance, or law on the printed agenda during the period of discussion following the introduction of the aforementioned items.
 - e. No member of the Common Council shall speak more than twice on any question, nor shall any member speak for more than fifteen minutes at a time unless permission to do so shall have been granted by the presiding officer.
5. Rules for public speakers:
 - a. The speaker shall conduct themselves in a professional and respectful manner.
 - b. All remarks shall be directed to the presiding officer, and not members of the council, city staff, or any member of the public in attendance.
 - c. The speaker shall not defame, intimidate, make personal affronts, make threats of violence, or use profanity.
 6. Rules for members of the public in the audience:
 - a. Members of the public shall not shout, participate in unruly behavior, or speak out when not recognized by the presiding officer.
 - b. Members of the public shall not defame, intimidate, make personal affronts, make threats of violence, or use profanity.
 - c. Members of the public shall refrain from behavior that disrupts the orderly conduct of the meeting.
 7. No item shall be allowed in Council Chambers that can be deemed a weapon, including guns, knives, or sticks.
 8. The presiding officer shall be responsible for the enforcement of the rules of decorum.
 - a. Upon a violation of these rules of decorum, the presiding officer shall request the person(s) violating a rule(s) to cease the violation.
 - b. If a violation continues, the presiding officer warns the person(s) that they may be required to leave the Common Council Chambers if the violation continues.
 - c. If the person(s) does not cease the violation(s) the presiding officer shall declare the person(s) out of order at which time the Sergeant at Arms shall take steps to remove such person(s) from the meeting room. Said person(s) shall be subject to all civil and criminal penalties that may apply to their conduct.

RULE IX

MOTIONS & RESOLUTIONS

1. The following is a list of definitions to consider:
 - a. Question: the subject or motion under consideration;
 - b. Motion: a proposal made by a member for a group to take action;

12. Resolutions or motions affecting the duties or powers delegated to any Department of City Government by statute shall not be in order.

RULE X

RECONSIDERATION OF MOTIONS OR RESOLUTIONS

1. A motion to reconsider a vote shall be in order when made during the same meeting as the initial vote or during the next regular Common Council meeting. Only members who voted in the majority on the initial motion may move to reconsider a vote except that a motion to reconsider, made for the sole purpose of correcting an error in any ordinance or resolution, shall be considered a privileged motion to any member, and shall always be in order.
2. A motion for reconsideration being put and lost shall not be renewed. The Common Council may only reconsider a subject or motion a second time upon unanimous consent.

RULE XI

RELATING TO THE PREVIOUS QUESTIONS

1. The previous question shall be as follows: "Shall the main question be now put?" and until it is decided shall preclude all amendments or debate.
2. When, on taking the previous question, the Council shall decide that the main question shall be considered and still remaining under debate; the main question shall be on passage of the motion, resolution, or other matter under consideration; but when amendments are pending, the question shall first be taken upon such amendments in the order; and if the previous question has been ordered.

RULE XII

DECIDING AND RECORDING THE VOTE

1. Unless otherwise provided by law, the number of votes required to pass a resolution of the Common Council shall be a majority of those members present at a meeting at which a quorum is present.
2. The ayes and nays shall be taken on any question whenever requested by either the Majority or Minority Leader for purposes of explaining the vote upon the final passage of a bill, and when so taken shall be entered on the minutes. Each council member shall have two minutes to explain and cast their vote.
3. That each member of the Common Council shall cast a vote on each item that comes to a vote unless they shall be excused from voting because of a conflict of interest. The conflict of interest needs to be stated, and the decision shall be solely decided by the

State of New York

County of Ulster

City of Kingston

