

City of Rye Policy and Procedures Agendas, Minutes and Open Meetings Regulations

The City of Rye operates under the New York State General Municipal Law and must comply with the Public Officers Law with regard to open meetings, public notices of those meetings, and minutes. The City's intent with formalizing a policy is to regularize procedure and record action taken by advisory boards and committees, as the City may take formal action based on these groups' recommendations.

The following policy seeks to address those commissions, committees, and boards that are not already bound by New York State law to publicly notice their meetings and provide a record of what transpired at a meeting.

Policy and Procedures regarding the City of Rye Public Notices, Agendas and Minutes:

1. All Boards, Commissions and Committees are required to notify appropriate City personnel of a meeting date and time at least five days prior to a meeting, or if a shorter notice period is needed in an emergency situation, at least 24 hours in advance. The appropriate personnel is the board's staff liaison, and in the absence of a staff liaison, the City Clerk must be notified.
2. Any commissions, committee or board listed below intending on holding a meeting must submit an agenda to the City at least three days prior to the meeting, including date, time and place of the meeting, as well as items anticipated to be discussed.
3. Any commissions, committees or boards subject to this memo must record minutes indicating the following:
 - Date, time and location of the meeting
 - Roll Call of the Members of the Board, Committee or Commission present at the meeting
 - Resolution of any action, recommendation to the City, requests of staff resources, recommendation of the City's expenditure of monies, or recommended studies/reviews
 - Providing basic discussion points is encouraged to give the reader context and information
4. Within ten days of adoption, minutes must be filed with the City to be made available to the public and posted on the City website.
5. Any commission, committee or board recommending that the City take any action or that requests the use of City resources or the expenditures of City funds must formalize such a recommendation or request in writing as a resolution, voted on by a majority of that board with a quorum present.

Board, Commission, and Committee General Practices and Procedures:

1. All boards, commissions, and committees shall act only within the prescribed limitations of the City Charter, City code, or forming resolution.
2. Any requests from boards, commission and committee members requiring the use of staff time or resources must be filtered through the City Manager's office.
3. E-mailing, texting, or any other form of communication between a quorum of the members outside a noticed meeting of any commission, committee or board shall be limited to procedural or scheduling items; substantive conversations constitute a violation of this policy. Votes, official actions or resolutions are prohibited outside of a publicly-noticed meeting.
4. Members of any commission, committee or board, acting in, or representing their official capacity and not as a private citizen are prohibited from making any statement, representation or opinion, whether in written or oral form, with regard to non-city matters, or any city matters not prescribed by their creating resolution.
5. Use of City letterhead, or any representation by a board, committee or commission, may only be used with the express consent of the City Manager, City Code or City Charter.

Applicable Commissions, Committees, and Boards:

The following active Boards, Commissions and Committees must comply with the City's policy regarding public notices, agendas and minutes:

- Board of Appeals
- Board of Architectural Review
- Board of Assessment Review
- Board of Ethics
- Boat Basin Commission
- Conservation Commission/ Advisory Council
- Finance Committee
- Flood Advisory Committee
- Human Rights Committee
- Landmarks Advisory Committee
- Recreation Commission
- Rye Golf Commission
- Rye Cable and Communications Committee
- Rye Town Park Advisory Committee
- Rye Playland Advisory Committee
- Rye Senior Advocacy Committee
- Rye Sustainability Committee
- Traffic and Pedestrian Safety Committee