

**RESOLUTION TO AMEND TOWN COUNCIL RULES OF PROCEDURE**

THE FOLLOWING RESOLUTION WAS OFFERED BY \_\_\_\_\_,  
WHO MOVED ITS ADOPTION, SECONDED BY \_\_\_\_\_.

**WHEREAS, The Town Supervisor would like to change Town Board meeting dates and to amend the agenda submission deadlines accordingly; and**

WHEREAS, Notice (and a copy of the proposed changes) was given to the Town Board by Supervisor Sitzman on January 3, 2022 that he would request the Town Board adopt a resolution to amend the Town Council Rules of Procedure on January 18, 2022.

**NOW, THEREFORE BE IT RESOLVED AS FOLLOWS THAT:**

**1. That the Town Council Rules of Procedure be amended as follows effective as of January 18, 2022, as follows:**

**§ A371-1. Regular meetings**

**Regular meetings of the Alden Town Board shall be held at 7:00 p.m. on the first and third Mondays of each month unless said first or third Monday is a legal holiday, in which events such regular meeting shall be held at 7:00 p.m. on the following day.** Each regular meeting and all adjourned sessions shall be open for consideration of any matter which, in accordance with the law and these rules, may be properly brought before the Town Board.

**§ A371-7. Time for presentations to the Clerk.**

**All, resolutions and motions (except incidental ones) shall be submitted to the Town Clerk before 12:00 p.m. on Thursday for presentation at the regular meeting on the following Monday,** unless said Thursday is a legal holiday, in which event all matters shall be presented to the Town Clerk before 12:00 p.m. on Wednesday. All matters presented to the Clerk in accordance with this rule shall be included on the agenda for the ensuing meeting. The agenda for the ensuing meeting shall be prepared and available at the Town Hall not later than 12:00 noon on the last business day preceding the ensuing meeting. The Town Board shall not consider nor act upon any matters which are not timely or scheduled on the agenda delivered to the Town Board members as aforesaid, except by unanimous consent by all members of the Board. This rule need not apply to special meetings, which are covered in § 2 and in § 62 of the Town Law of the State of New York.

**2. This resolution shall take effect immediately.**

This resolution was duly put to a roll call vote at a regular meeting of the Alden Town Board held on January 18, 2022, the results of which are as follows:

Councilwomen Weiss	AYE	NAY
Supervisor Sitzman	AYE	NAY
Councilwomen Pautler	AYE	NAY