

## Ordinance 1

# Meetings & Government Procedures

## Fiscal Year

The fiscal year of the Village of Ardencroft shall begin on July 1st and shall end June 30th of the next calendar year.

## Date and Time of Regular Village Assembly Meetings

Regular Village Assembly meetings shall be held at 7:00 p.m. on the third Monday of the months of February, May, September, and November.

## Notice of Village Assembly Meetings

Notice of upcoming Village Assembly meetings shall be sent to eligible voters seven (7) or more days prior to the meeting date. Residents may opt for electronic or tangible delivery of meeting notices. For those voters opting for tangible delivery, one notice delivered to the household shall constitute notice to all eligible voters living in the household.

## Meeting Minutes

Minutes from Village Assembly meetings shall be made available electronically. Minutes can be printed upon request.

## Order of Village Assembly Meeting Business

The Order of Business for regular Village Assembly meetings shall be as follows:

- 1) Call to order
- 2) Adoption of minutes of the previous Village Assembly meeting
- 3) Officer Reports
  - a) Chair
  - b) Secretary
  - c) Treasurer
- 4) Report of the Directors of the Ardencroft Association
- 5) Reports of Regular Committees
- 6) Reports of Special Committees
- 7) Unfinished Business
- 8) New Business
- 9) Good and Welfare of the Village of Ardencroft
- 10) Adjournment

The Order of Business for special Village Assembly meetings shall be as follows:

- 1) Call to order
- 2) Reading of notice of special Village Assembly meeting
- 3) Special Village Assembly meetings business
- 4) Adjournment

### **Rules of Order for Village Assembly Meetings**

All Village Assembly meetings, whether regular or special, shall be governed by Roberts Rules of Order. In the absence of a Parliamentarian, the Chair of the Village Assembly or alternate will decide the question. Any eligible voter, seconded by another eligible voter, shall have the right of appeal to the Village Assembly, a two-thirds vote being required to overrule the decision of the Chair of the Village Assembly or alternate.

### **Conduct of Business of Special Village Assembly Meetings**

At a special Village Assembly meeting, no business other than that stated in the notice thereof shall be considered.

### **Designation of Alternate Chair of the Village Assembly**

The Chair of the Village Assembly may designate an alternate to preside over a Village Assembly meeting whether regular or special, in order of precedence should be the Treasurer, Chair of a Committee, Chair of a Special Committee and the immediate past Village Assembly Chair. If the Chair is absent from a Village Assembly meeting whether regular or special and has not previously designated an alternate, the Village Assembly will select by majority vote a member of the Coordinating Committee in attendance to preside at the meeting.

### **Designation of Alternate Secretary of the Village Assembly**

In the absence of the Secretary of the Village Assembly at a Village Assembly meeting whether regular or special, the Chair of the Village Assembly or alternate shall designate an eligible voter to fill the vacancy during the meeting, or until the absent Secretary appears, when the latter shall take the official place in the Village Assembly meeting.