

BE IT RESOLVED that the Town Board hereby adopts the attached Rules of Order for its board meetings:

AMHERST TOWN BOARD RULES OF ORDER

The original version of these Rules of Order was adopted on July 5, 1988. This version is as adopted at the February 2, 2026 Town Board Meeting.

1. REGULAR MEETINGS

A. Regular meetings of the Town Board shall generally be held on the first and third Monday of each month. When such meeting is an official Town Holiday, the meeting shall be held on the following day or evening. The schedule of regular meetings shall be determined and established no later than at the Reorganizational meeting of each year. Where any deadline or meeting date shall fall on a Town and/or Public Holiday, the Town Board, by majority vote, shall reschedule said deadline or meeting date.

B. Each regular meeting and all adjourned meetings shall be open for consideration of any matter which in accordance with these rules, may be properly brought to the attention of the Town Board, and the board shall consider any and all scheduled items on its agenda, unless a three-fifths majority of the board votes otherwise. Any unfinished items on its agenda shall be carried over to the next meeting.

2. SPECIAL MEETINGS

A. Special meetings shall be for business which the Board determines requires attention in advance of the next regularly scheduled meeting. Special meetings shall be held at the call of the Town Clerk upon direction of the Supervisor or upon filing with the Town Clerk a written request signed by any two (2) members of the Town Board. Only business specified in the public notice thereof may be transacted at a special meeting.

3. NOTICE OF TOWN BOARD MEETINGS

In accordance with New York State Open Meetings Law, the Town Board hereby designates the following locations for the Town Clerk to place public notices for all meetings: (1) the Town of Amherst website; and (2) the bulletin board in the hallway across from the Town Supervisor's Office. In addition, the Town Clerk shall send notifications of all Town Board meetings to the following designated media: (1) the Amherst Bee and/or (2) The Buffalo News. If these publications are no longer available, the designated media shall be any widely circulated media in Western New York as permitted by law. All Notices shall meet the requirements of the New York State Open Meetings Law.

Pursuant to the Open Meetings Law, a **Notice of a Special Meeting**, if scheduled less than one (1) week in advance of the meeting date shall include the time, place and purpose of the meeting. The Notice shall be given to the media and posted in the manner stated herein above as soon thereafter as is reasonably practicable under the circumstances.

4. WORK SESSIONS

A. The Town Board may hold an informal Work Session prior to each regular or special meeting or at such time and place as same shall be noticed pursuant to the Open Meetings Law. Work Sessions shall not be governed by the rules and procedures set forth herein with the exception of this rule and Rule 5 below.

B. Unless otherwise noticed, the Work Session shall be held in the Council Chambers.

C. The following procedures shall be established for a Work Session:

(1) Prior to a Regular Town Board Meeting the agenda for the Work Session shall be the official agenda as produced and provided by the Town Clerk's Office. Modifications and exceptions to this rule may be made, but will require the approval of a majority of the Town Board.

(2) On a day with no scheduled Town Board meeting, the procedure to create the Work Session agenda shall be as follows: items for the agenda shall be submitted in writing by a Town Board member to the Councilmember's Secretary as soon as reasonably practicable but no later than 72 hours prior to the Work Session, except in the case of an emergency when said agenda shall be provided as soon as reasonably practicable under the circumstances.

(3) If there are no items to discuss at a scheduled work Session, such Work Session may be cancelled and the Councilmember's secretary shall notify the Councilmembers, Supervisor, designated media and shall place Notice of such Cancellation on the Town's website and bulletin board as soon as reasonably practicable.

(4) Pursuant to the New York State Open Meetings Law, the Town may adjourn the Work Session to Executive Session to discuss certain items permitted under the Law.

5. CONDUCT OF MEETINGS

A. All Regular and Special Meetings and Work Sessions of the Town Board shall be conducted in strict accordance with the New York State Open Meetings Law and shall either be electronically recorded or transcribed by a stenographer. All Regular and Special meetings of the Town Board shall be held in the Council Chambers, located at Amherst Town Hall, unless otherwise determined by the Town Board.

B. The Order of Business for each meeting shall be:

1. Memorials
2. Invocation
3. Pledge of Allegiance
4. Roll call
5. Discussion and Approval of preceding meeting minutes
6. Proclamations & Announcements

7. Councilmember Reports (limited to 3 minutes/Resolutions (not limited as to time):

- a. Supervisor
- b. Deputy Supervisor
- c. The remaining Board members shall provide their Reports and/or Resolutions based upon their seniority of service on the Town Board. If two or more Town Board Members have the same seniority of service on the Town Board, then they shall be heard alphabetically-based upon the first letter of their last name.

8. Public Hearings

9. Personnel Appointments to Boards and Committees

10. Public Expression- limited to 3 minutes per person and may include non-public hearing agenda items or general matters relating to the Town

11. Consent Agenda

12. Department Head Resolutions and Reports

13. Unfinished business

14. Communications

15. Public Improvement Permits; and

16. Adjournment.

C. At its discretion, the Town Board may change the Order of Business at any meeting by a majority of those present, plus one (1) Board Member.

6. AGENDA PROCEDURES

A. Public hearings may be scheduled at staggered times on the agenda during the meeting so that interested parties can participate more conveniently and plan their schedules accordingly.

B. Every item to be acted upon by the Town Board at a Regular Meeting thereof shall be clocked-in or time-stamped in the office of the Town Clerk by either individual Town Board members and/or their employees or representatives, by individual department heads and/or their employees or representatives, or by other publicly elected officials and/or their employees or representatives no later than 12 noon on the Wednesday prior to each Regular Meeting of the Town Board that the item being submitted is to be acted upon.

C. The Town Clerk shall have the discretion to accept and/or deny the placement of items on the agenda that shall and/or may require action sooner than the next regularly scheduled Board meeting ("late clocked-in items"-In the event the Town Clerk shall deny placement of a late clocked in item, the Town Board, by a unanimous consent, shall have the right to suspend in for consideration such late clocked-in items.

D. No one shall be permitted to "reserve space" on the agenda prior to the agenda deadline and/or provide the text of the item to the Town Clerk after the deadline has passed.

E. Using the Minutetraq system and/or Civic Plus, the Town Clerk shall prepare and post the agenda as well as any proposed resolutions, on the Town of Amherst's website as soon as reasonably practicable but under no circumstances in contravention of New York State Public Officers Law.

F. All requests for budgetary transfers and amendments from department heads should first be reviewed by the Town Comptroller's Office. Once approved by the Comptroller's Office, the request should be put on the agenda by the Town Comptroller. Any requests that come directly to the Town Board without following this procedure will be sent to the Comptroller's Office before any action is taken.

G. All contracts, agreements, and proposal letters will be required to have a sheet annexed thereto requiring approval as to form by the Town Attorney (or his or her designated Deputy), approval as to content by the appropriate Department Head, and approval as to budget compliance by the Town Comptroller. The contract, agreement, or proposal letter will be approved as to content by the appropriate Department Head and approved as to budget compliance by the Town Comptroller prior to being submitted to the Town Attorney for approval as to form. When the signatures of the appropriate Department Head and the Town Comptroller are obtained, the contract, agreement, or proposal letter will be returned to the Town Attorney's Office for approval. After approval, the Town Attorney will then notify the individual whose intention it is to place the matter on the agenda either in writing, via e-mail or telephone call, to advise that the item can be placed on the Town Board agenda prior to the agenda deadline already established. Each department within the Town of Amherst is responsible for placing the individual contract, agreement, or proposal letter on the Town Board agenda for approval.

H. **YEAR END REMOVAL OF PENDING ITEMS** - Any local law, resolution or other item other than land use applications that was first introduced, submitted and filed in any calendar year and is still pending at the end of that calendar year shall be automatically removed from the agenda effective December 31st.

I. **SUSPENSION OF RULES FOR UNLISTED ITEMS** - No local law, ordinance, petition, resolution, communication, or item can be acted upon unless it physically appears on the agenda. This includes committee reports unless there is unanimous consent on the part of the Town Board. Nothing in this rule shall prevent a member of the Town Board from making an announcement or report during the time allocated for committee reports. The Town Board may by unanimous consent suspend the rules in order to consider unlisted items.

J. **BOARD APPROVAL FOR PERSONNEL** - For all requests for Town Board approval to hire new personnel or for any promotion, the Human Resources Department shall submit a copy to each Town Board member of the "new-hire/promotion" analysis sheet listing the relevant information for each candidate. No action may be taken by the Town Board until this information has been received. The Town Clerk will redact names and other personal information for the published agenda and in the official minutes.

7. CONSENT AGENDA

A. In an effort to expedite the agenda and operate more efficiently, a "Consent Agenda" is created to allow the routine, items including Councilmembers' reports or Department Head reports, communications, public improvement permits etc., to be contained in one section of the agenda. The same can be adopted by a single vote of the Town Board, unless a member of the Town Board objects and then any item can be separated and voted on separately. Agenda items requiring an amendment are not eligible for the Consent Agenda.

B. At each Work Session that takes place on the same day as a Regular Meeting, the board shall begin the Work Session by discussing whether each item should appear on the consent Agenda for that evening's Regular Meeting. In discussing each item, the board shall determine the matters upon which it can reach a unanimous vote. The Town Clerk shall compile a list of such items to be known as the Consent Agenda and make copies of said Consent Agenda available to the citizens, media, and others who attend the Regular Meeting. It may also consist of items appearing under Department Heads.

C. The Town Clerk shall prepare the Consent Agenda simply noting by an asterisk or some other identifying mark on a pre-existing copy of the agenda or a separate list for a given Regular Meeting, those items which the Town Board has unanimously agreed to approve.

D. In considering items under the Consent Agenda at each Regular Meeting, the Town Board shall first take a single vote to approve or deny all of those items that appear on the Consent Agenda.

8. MEETING PROCEDURES

A. **QUORUM** -The majority of the duly constituted membership of the Town Board shall constitute a quorum for the transaction of business. A lesser number of Board Members may open a meeting and/or adjourn a meeting of the Town Board; however, no business may be transacted at any meeting when a quorum does not exist.

B. **SUPERVISOR TO SECURE A QUORUM** - In the absence of a quorum at a scheduled meeting of the Town Board, the Supervisor may take such measures as provided by law and as he or she may deem necessary to secure the presence of a quorum.

C. **ROLL CALL: MINUTES - ABSENCES** - At any and every meeting of the Town Board upon the members being called to order by the Supervisor, the roll of members shall be called by the Town Clerk and the names of those absent shall be inserted into the minutes. Any corrections, alterations, or additions to the minutes of the preceding meeting shall then be read and then the minutes deemed to be approved. In all cases when an order, resolution, or a motion shall be entered in the minutes of the Town Board, the name of the member(s) presenting or moving, the member seconding the motion and the outcome of the vote (including any recusal and or abstentions) shall be entered.

D. DECORUM

1. The Supervisor shall convene the Town Board meeting promptly at the time specified and shall preserve order and decorum. The Supervisor shall recognize Board members in the order in which the members have requested recognition for the purpose of debate on any question under consideration except the Consent Agenda. The Supervisor shall decide all questions of order, said decision being final unless an appeal is taken to the Town Board and sustained.

2. When speaking with the Town Board, the speaker must approach the microphone and may identify themselves by stating their name. The speaker should speak, into the microphone, slowly and clearly. During the Public Comment Period, a speaker's comments are limited to three (3) minutes in length. These are guidelines to help the Town Board members, the members of the public in attendance and those watching and listening on live stream to be able to hear as many different viewpoints as possible in the limited time available. If claiming to be speaking for a group, the speaker must advise the Town Board how the group developed the position being

presented and provide written proof that such representation exists. The Speaker may ask the Town Board for additional presentation time when representing and speaking on behalf of a group. The Town Board may deny the request if a majority of the Board present chooses to decline such offer.

3. Under no circumstance shall a member of the public approach the dais without express consent from the Town Supervisor or a member of the Town Board. If a speaker has written material(s) that they wish to provide to the Town Board, such materials shall be provided to the Town Attorney and/or their designee to collect and provide to the Town Board and the Town Clerk.

4. All speakers and members of the Public in attendance at a Town Board Meeting shall act in an orderly manner. All speakers shall refrain from profane, vulgar, slanderous or threatening behavior and/or remarks directed to the Supervisor, the Deputy Supervisor, any member of the Town Board, staff or general public that disrupt the meeting. All speakers shall refrain from partisan political commentary, personal, impertinent remarks directed to the Supervisor, the Deputy Supervisor, any member of the Town Board, staff or general public. All speakers shall further refrain from loud outbursts, booing, jeering, heckling, hissing, singing, chanting, clapping, stamping of feet or otherwise behaving in a manner that disrupts the meeting. Any such behavior shall, at the discretion of the Supervisor or after a motion and majority consensus of the Town Board, be ruled out of order. If after receiving a warning, any person persists in disrupting the meeting, the Supervisor shall order that person to leave and may utilize law enforcement to enforce that order.

5. Signs, flyers and banners are permitted BUT shall not exceed the size of 12 inches by 12 inches and shall not obstruct the view of other attendees. Signage which contains profane, vulgar or threatening language is not permitted.

6. The Supervisor may appoint the Town Attorney and/or the Town Attorney's designee as Parliamentarian to assist with procedural questions and/or to help with maintaining decorum during meetings, upon the Supervisor's request.

7. Commentary, debates and arguments initiated by Town Board members during the Public Expression portion of the agenda are prohibited. Town Board members who expand their comments in the Public Hearing portion of the agenda beyond the simple statement of questions may be ruled out of order by the Supervisor and/or by the Parliamentarian.

E. APPEAL FROM THE SUPERVISOR'S RULING

1. On every appeal, the Supervisor shall have the right to assign the reasons for his or her decision. If the question on which the appeal is taken was not debatable, the Town Board shall decide the case without debate. If the question was debatable, no member shall speak more than once concerning an appeal from the Supervisor's ruling. The Supervisor shall state the question: "Shall the ruling of the Supervisor be overturned?"

2. A motion to overrule a ruling or decision of the Supervisor shall require approval by a majority vote of the Town Board.

F. DEPUTY SUPERVISOR - In the absence of the Supervisor, from any meeting of the Town Board, the Deputy Supervisor shall act in place and stead of the Supervisor with all the powers and privileges incident to Section 42 of New York State Town Law. The Deputy Supervisor shall be permitted to vote only if that individual is also a Town of Amherst Councilmember.

G. MAJORITY VOTE - A majority of the total vote of the entire membership of the Town Board shall be necessary to carry any local law, ordinance, question, proposition, resolution, motion, or any other matter, except where it is otherwise provided herein or required by law that a two-thirds vote or a unanimous vote is required.

H. RECORDING AYES AND NOES AND MATTERS ON THE QUESTION— The Town Clerk shall record the name of the Board Member making any motion as well as the Board Member seconding such motion. The record shall further reflect the ayes and noes of each member and the way each will have respectively voted. Each member, as his or her name is called, shall respond in the affirmative or in the negative, as the case may be. The Town Clerk shall also record the name of any Board or staff member who adds a comment or other information to the Question, prior taking roll call. To verify the vote and to correct possible errors, the Town Clerk may repeat the call of the roll. The only exception to this procedure is if the member abstains or recuses from voting in accordance with Rule's I. and J., hereinbelow "Abstentions" and Recusals.

I. ABSTENTIONS - Every board member who is physically present in the Council Chambers when a question is stated by the Supervisor must cast his or her vote. The only exception is when a board member abstains from voting in accordance with the Code of Ethics of the Town of Amherst. If a member wrongfully attempts to avoid casting his or her vote, wrongfully abstains, or otherwise refuses to vote, the Supervisor, or in the event that the Supervisor is the member in question, the Deputy Supervisor or other acting chairperson, shall direct the Town Clerk to record such member's vote in the affirmative on the question being voted upon.

J. RECUSALS - When a member of the Town Board has determined- after consultation with the Town Attorney and/or an authorized member of their office, that they have a conflict of interest affecting the consideration of an item requiring their vote and/or input, that member must recuse themselves from participating in any discussion(s), including deliberating on the matter at the present or any future meetings, or otherwise. Further, the recusing Town Board member shall not sit with his or her fellow Board Members on the dais and shall leave the room until the matter has been concluded for the meeting.

K. PUBLIC EXPRESSION

1. The Amherst Town Board welcomes participation in all public meetings. Arrangements for hearing assistance can be made by calling the Town Clerks Office in advance of the meeting to be attended.

2. The purpose of Public Expression is to allow opportunity for the public to formally address and communicate with the Town Board on any non-Public Hearing agenda items which may include advising the Board on their concern(s) related to matters involving the Town of Amherst in general and/or agenda items to be voted on by the Town Board, prior to Town Boards consideration of such item(s). Public Expression is not designed to be a conversation and/or debate with Town Board members. When a member of the public feels strongly about a public issue or a local concern, the Town Board encourages speakers to respectfully share their information and thoughts. Members of the public who are unable to attend a meeting or would rather not give testimony at the meeting, are encouraged to mail, fax, or email a letter to the Town Clerk who will share same with the Town Board and appropriate Departments as well as make same a part of the official record. The members of the public wishing to speak on a topic scheduled for Public Hearing during the meeting scheduled for that evening must comment during the Public Hearing portion of the meeting.

3. Speakers/members of the public shall have the right to address the Town Board, from the podium, by printing their name and contact information in advance of the meeting. The sign-in sheet shall be located at the podium. Those members of the public wishing to speak shall sign in at the podium and write down their name and address on the sign-up sheet. The sign-up sheet will remain at the podium until the Public Expression portion of the meeting begins. The Supervisor shall recognize those speakers for comment in the order in which they are listed. After the last signed in speaker has spoken, the Supervisor will ask if any additional members of the public who have not previously signed in would like to speak. Those additional speakers/members of the public shall be recognized by the Supervisor. Upon approaching the podium, the additional speakers/members of the public shall sign in at the podium providing their name and address on the list and into the microphone before speaking. The Supervisor shall recognize those speakers for comment. All remarks shall be addressed to the board as a whole and not to any single member thereof. In the event that a speakers' inquiry is urgent or their comment is inaccurate, the Supervisor or a Town Board member may respond after closing Public Expression. **All speakers shall abide by the Rules of Order for Decorum.**

4. If previous speakers have already made the comments that the speaker at the podium wishes to make, the speaker may feel free to simply identify himself/herself and indicate his/her agreement/disagreement with what has already been stated.

5. The Town Board, may, by majority vote, allow Public Expression at any Special Meeting.

6. These rules may, at any time during a duly opened Town Board meeting, be suspended by a two-thirds (2/3) majority of all members of the Town Board who are present. The member making application for such suspension must first state the purpose for which said request is being asked.

7. Speakers during the Public Expression portion of the meeting shall be limited to one three (3) minutes at the podium, provided that everyone who is interested in speaking has an opportunity to do so. The Town Clerk and/or their designee shall give a 30 second warning to individuals speaking at the podium and shall notify the speaker when their time has concluded. An intentional refusal of the speaker to stop speaking at the conclusion of their three (3) minute Public Expression period will result in that speaker being subject to the turning off of their microphone and/or their being removed from the meeting.

L. WITHDRAWAL OF RESOLUTION OR MOTION - Any resolution or motion offered by a member of the Town Board may be withdrawn by the member presenting it at any time before an announcement by the Supervisor of the vote thereon, or before an amendment to such resolution or motion has been adopted, provided that the member seconding such resolution or motion also withdraws their second to the same.

M. MOTIONS NOT AMENDABLE OR DEBATABLE

1. All motions for an adjournment, for a recess, for the previous question, or to lay on the table shall be neither amended nor debated.

2. After the roll call on any question has begun, no member shall speak on the question nor shall any motion be made until after the result is declared.

3. While the Supervisor is stating any question or while the roll is being called, no debate or discussion shall be in order. Any member desiring to explain their vote must do so before the start of the roll call, provided that, before a roll call begins, all members of the Town Board shall have a right to avail themselves of their position and/or reasoning for their vote when the question has been called- following a Motion.

N. PREVIOUS QUESTION -The call for the previous question after reasonable debate shall be as follows: "I move to call the previous question." Until it is decided, all amendments and debate shall be precluded. The motion requires a second and must be approved by a two-thirds majority of all members of the Town Board who are present. When the Town Board orders the previous question called and amendments are pending, the question shall first be taken upon the amendment(s) and then upon the main question without further debate.

O. MOTION TO RESCIND - A motion to rescind can only be entertained when moved by a Town Board member who voted with the majority in the action which is proposed to be rescinded. The motion requires the affirmative vote of a majority of the total members of the Town Board.

P. MOTIONS FOR RECONSIDERATION AND CHANGING ONE'S VOTE

1. A motion for reconsideration or a motion to change one's vote shall not be in order unless made on the same meeting day or the next regular meeting day following the date that the action proposed to be reconsidered or upon which a change of vote is requested took place. A quorum of the Town Board must be present.

2. A motion to reconsider must be made by a Town Board Member who voted with the prevailing side on the action proposed to be reconsidered. A Board Member shall have the right to change his or her vote up to the time the result is announced. After announcement, a change of vote can be made only by permission of the Town Board given by general consent or by adoption of a motion to grant permission.

3. When a motion to reconsider or a motion to change one's vote has been defeated, it shall not be resubmitted to the Town Board for consideration without unanimous consent for a period of at least thirty (30) days.

Q. ALL POINTS OF ORDER NOT COVERED BY THESE RULES – All points of order not otherwise governed by these rules of the Amherst Town Board shall be governed by Robert's Rules of Order (Revised) shall continue in full force and effect. Any point of order that arises which is not governed by either these Rules of the Amherst Town Board or by Robert's Rules of Order (Revised), shall be governed by the Rules of the New York State Assembly.

R. RESOLUTION AMENDMENTS - The Town Board shall not vote on any proposal or resolution unless each member of the Town Board and the Town Clerk have possession of the proposal or proposed resolution in writing prior to the commencement of the meeting. However, Town Board Members shall have the right to make oral amendments to any proposals or resolutions by doing so pursuant to Robert's Rules of Order (Revised).

S. COMMITTEE REPORTS - Board members are to report only on actionable items during the Committee Reports section of the meeting. Meeting announcements, general committee information and non-actionable items can be submitted to the Town Clerk prior to the meetings for reproduction and distribution.

T. MINUTES - The Town Board directs the Town Clerk to collect the names and addresses of all persons who speak during public expression and at public hearings. The names of the speakers shall be published in the Town Board meeting minutes.

U. SECOND REQUIRED FOR DISCUSSION - At any Regular and/or Special Meeting, the Town Board shall not discuss any agenda item that does not receive a second.

V. PUBLIC HEARINGS

1. Following the Petitioners' public comments, a knowledgeable leader of any opposition or their attorney may also have 10 (10) minutes for rebuttal presentation, unless the rebuttal time frame is extended by the Supervisor and/or the Town Board by a Seconded Motion and vote of the majority of the Board present at that Public Hearing. Speakers at Public Hearings may only speak one-time and shall limit their oral comments to no more than three (3) minutes at each session. Speakers shall have the right to provide the Town Board with their written comments, if any, upon completion of their addressing the Town Board. Written comments shall be provided to the Town Attorney who shall provide same to the Town Board Members and/or the Town Clerk as directed by the Supervisor.

2. The Town Board by a two thirds majority vote of those Board Members present at the Public Hearing may table further discussion and/or vote of the balance of a Hearing to later in the meeting and/or to a future regular board meeting. Written comments may be submitted at any time prior to the close of the Hearing and will be included as part of the official record. Upon conclusion of testimony on the matter that the Public Hearing concerns, the Town Board, after due consideration of all applicable New York State or local laws, shall vote on the matter or set a future decision date.

3. The Town Board may vote on any Public Hearing matter for which all speakers have been accommodated. Decisions dealing with land use shall be tabled until the meeting following the meeting at which the public hearing was held if Motioned and Seconded by two (2) Town Board members and thereafter approved by a two thirds majority vote of those Board Members present at the Public Hearing. All other Hearing decisions may be tabled until the next Regular Meeting of the board to allow public comment to be submitted and evaluated.

4. Participation of Town Board members during public hearings is limited to questions on the subject matter. Town Board members who expand their comments in the public hearings portion of the agenda beyond a simple statement of a question shall be ruled out of order by the Supervisor.

5. Persons whose comments at Public Hearings are NOT on the topic of the Public Hearing shall be warned by the Supervisor that if they continue to argue or persist off topic, they may be ruled out of order which may result in turning off of their microphone, being escorted to their seat and/or removed from the meeting.

W. AMENDMENTS OF THESE RULES OF ORDER

These Rules shall not be rescinded, altered, or amended, nor shall any additional rule be added hereto except by a majority vote of the entire Town Board after at least one (1) weeks' notice in writing filed with the Town Clerk.

X. MAINTENANCE OF THESE RULES OF ORDER

The Amherst Town Attorney's Office shall be responsible for maintaining these Rules of Order and for modifying them pursuant to amendments adopted by the Town Board. As soon as reasonably possible after their adoption and subsequent amendment, the Rules of Order in effect shall be posted on the Town of Amherst website and shall be filed with the Amherst Town Clerk, who will make them available to the public upon request and shall further post the complete and up to date Amherst Town Board Rules of Order in a location visible to the Public and shall further place same on the Town website.

These Rules are effective immediately upon adoption.