

Agenda Procedure, West Seneca Town Board

1. Every item to be acted upon by the Town Board at a regular meeting thereof shall be submitted to the Town Clerk by individual Town Board members, individual department heads, or all other publicly-elected Town officials no later than 10:00 a.m. on the Thursday prior to the commencement of each such regular meeting of the Town Board that the item being submitted is to be acted upon. If said Thursday is a legal holiday, all matters shall be presented to the Town Clerk before 10:00 a.m. on the Wednesday prior to such meeting of the Town Board. For regular Town Board meetings that are held on Thursdays, items to be acted upon shall be submitted to the Town Clerk no later than 10:00 a.m. on the Friday prior. 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 deposited in the Board members' mailboxes in the Town Hall not later than 5:00 p.m. on the Friday prior to such meeting.
2. The Town Clerk shall prepare and post the agenda as well as any proposed resolutions on the website for the Town of West Seneca no later than seventy-two hours prior to the regular Town Board meeting.
3. The Town Board shall not consider or act upon any matters which are not timely or scheduled on the agenda delivered to the Town Board members as aforesaid, except by a majority vote of the members of the Board. This rule need not apply to special meetings.
4. Insofar as they represent the collective will of all West Seneca residents, members of the Town Board should strive to obtain unanimous support for resolutions supporting or opposing legislation pending in another legislative body or advocating or opposing action by county, state, or federal officials.
5. No submission for the agenda to hire a new employee or promote an employee, including from part-time to full-time (excluding changes from part-time to seasonal employment and vice versa), will be placed on the agenda without prior discussion with the Town Supervisor to ensure that it is consistent with the approved budget. In all cases, such submissions for the agenda must state in writing the budgetary impact, the reason for the action, and the selection process.

6. Any local law, resolution, or item other than land use applications still pending on the agenda of the Town Board that was first introduced, submitted, and filed in any calendar year is automatically removed there from as of and effective on December 31 of that same calendar year. Such item must be re-introduced to the Town Board in the next calendar year for consideration.