

interrupted when speaking unless it be to call the member to order. If a member, while speaking, be called to order, such member shall cease speaking until the question of order be determined, and, if in order, such member shall be permitted to proceed.

There is no limit to the number of times a member may speak on a question.

Motions to close or limit debate may be entertained but shall require a two-thirds vote.

#### § 4-10. Guidelines for Public Comment.

The public shall be allowed to speak only during a public hearing or during the Public Comment period of the meeting or at such other time as a majority of the Board shall allow.

Speakers must give their name, address and organization, if any.

Speakers must be recognized by the presiding officer.

Board members may, with the permission of the Mayor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

All remarks shall be addressed to the Board as a body and not to any member thereof.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

Interested parties or their representatives may address the Board by written communications. Written communications shall be delivered to the Clerk or Mayor.

Handicapped citizens who require assistance in attending any meeting, or in furnishing comments and suggestions, should contact the Town Clerk to request such assistance.

#### § 4-11. Use of Recording Equipment.

All members of the public and all public officials are allowed to tape or video record public meetings. Recording is not allowed during executive sessions. The recording should be done in a manner which does not interfere with the meeting.

#### § 4-12. Adjournment.

Meetings shall be adjourned by motion.

#### § 4-13. Amendments to the Rules of Procedure.

The foregoing procedures may be amended from time to time by a majority vote of the Board.

## ETHICS, CODE OF

- § 5-1. Purpose; relationship to statutory provisions.
- § 5-2. Definitions.
- § 5-3. Standards of conduct.
- § 5-4. Filing of claims.
- § 5-5. Distribution of code.
- § 5-6. Penalties for offenses.

[HISTORY: Adopted by the Board of Trustees of the Village of Port Dickinson 12-15-70 as Local Law No. 2-1970. Amendments noted where applicable.]

- § 5-1. Purpose; relationship to statutory provisions.
  - A. Pursuant to the provisions of Section 806 of the General Municipal Law, the Board of Trustees of the Village of Port Dickinson recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this chapter to promulgate these rules of ethical conduct for the officers and employees of the Village of Port Dickinson. These rules shall serve as a guide for official conduct of the officers and employees of the Village of Port Dickinson.
  - B. The rules of ethical conduct of this chapter, as adopted, shall not conflict with, but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

### § 5-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

**INTEREST** — A pecuniary or material benefit accruing to a municipal officer or employee unless the context requires otherwise.

**MUNICIPAL OFFICER OR EMPLOYEE** — An officer or employee of the Village of Port Dickinson, whether paid or unpaid, including members of any administrative board, commission or other agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a Chief Engineer or Assistant Chief Engineer.

### § 5-3. Standards of conduct.

Every officer or employee of the Village of Port Dickinson shall be subject to and abide by the following standards of conduct:

- A. Gifts. He shall not directly or indirectly, solicit any gift; or accept or receive any gift having a value of seventy-five dollars (\$75.) or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances to which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part. (Amended January 14, 1997)
- B. Confidential information. He shall not disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interest.
- C. Representation before one's own agency. He shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee.
- D. Representation before any agency for a contingent fee. He shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this subsection shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
- E. Disclosure of interest in legislation. To the extent that he knows thereof, a member of the Board of Trustees and any officer or employee of the Village of Port Dickinson, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Trustees on any legislation before the Board of Trustees shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he has in such legislation.
- F. Investments in conflict with official duties. He shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his official duties.
- G. Private employment. He shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his official duties.
- H. Future employment. He shall not, after the termination of service or employment with such municipality, appear before any board or agency of the Village of Port Dickinson in relation to any case, proceeding or application in which he personally participated during the period of his service or employment or which was under his active consideration.

§ 5-4. Filing of claims.

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the Village of Port Dickinson, or any agency thereof on behalf of himself or any member of his family arising out of any personal injury or property damage, or for any lawful benefit authorized or permitted bylaw.

§ 5-5. Distribution of code.

The Mayor of the Village of Port Dickinson shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the Village of Port Dickinson within twenty (20) days after the effective date of this chapter. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment.

§ 5-6. Penalties for offenses.

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this chapter may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

§5-7. Posting.

A copy of Article 18 of the General Municipal Law of the State of New York shall be posted in a conspicuous place in each public building of the Town. (Added January 14, 1997)

## Chapter 6

### EMPLOYMENT DISCRIMINATION AND HARASSMENT POLICY

§ 6-1 Purpose.

§ 6-2. Policy.

§ 6-3. Definition of Sexual Harassment.

§ 6-4. Procedure.

§ 6-5. Employment Discrimination and Harassment Complaint Procedure.

[HISTORY: Adopted by the Board of Trustees of the Village of Port Dickinson February 9, 1999 as Local Law 1-1999.]

§ 6-1. Purpose.

The Village of Port Dickinson believes in the dignity of the individual and recognizes the right of any person to equal opportunities. In this regard, the Village has had a long-standing practice of protecting and safeguarding the rights and opportunities of any person who might seek or obtain employment without being subjected to illegal discrimination or harassment in the workplace.

§ 6-2. Policy.

- A. In addition to prohibiting illegal discrimination on the basis of race, color, sex, religion, age, disability, marital status, military status, national origin, or other unlawful conduct, the Village of Port Dickinson also prohibits the illegal harassment of its employees or officers in any form. The Village will take all steps necessary to prevent and stop the occurrences of any illegal discrimination or harassment in the workplace.