

RULES GOVERNING THE REAPPORTIONMENT COMMISSION (DRAFT)

- 1. Rules of Order** All meetings of the Suffolk County Reapportionment Commission (“Commission”) shall be conducted in accordance with applicable New York State laws, the Suffolk County Charter, the Suffolk County Administrative Code, this document and *Roberts’ Rules of Order (RONR)*, latest edition, in that order.
- 2. Organizational Meeting** The members of the Reapportionment Commission held an inaugural organization meeting where co - chairs were adopted. A second meeting is to be held April 28th to set the public hearing dates and formalize these rules.
- 3. Schedule of Public Hearings** Pursuant to the Suffolk County Charter §C2 - 3 (10), the Reapportionment Commission shall schedule ten (10) public hearings prior to beginning work on the reapportionment plan. The Commission will also hold two hearings following the completion of the draft reapportionment plan, but prior to any vote by the Reapportionment Commission to adopt the final plan. The date or place of the meeting(s) may be changed by a majority vote of the Commission. Notice of the hearings shall be provided in accordance with the requirements of the Suffolk County Administrative Code and the New York Open Meetings Law (See Attachment 1).
- 4. Public Participation in Hearings of the Reapportionment Commission** Pursuant to the Suffolk County Charter §C2 - 3 (10), members of the public shall be permitted to address the Commission at public hearings. They may do so in person or in writing. Any request to address the Reapportionment Commission must be submitted prior to the meeting. Each request shall be submitted on a card identifying the person and/or organization and topic. Each speaker shall be allotted three (3) minutes. An individual who has requested the opportunity to address the Reapportionment Commission may relinquish his /her time to another speaker. However, no speaker may speak for more than six (6) minutes. Demonstrative materials may be used as visual aids for presentation purposes; but, may not be submitted to the Suffolk County Reapportionment Commission unless they are related to redistricting.
- 5. Meetings via Videoconference** Meetings may be held via Zoom or other forms of Videoconference when agreed to by Commission members pursuant to the New York Open Meetings Law.
- 6. Special Meetings** A Special Meeting may be called as necessary by the Co - Chairs or on the written request to the Co - Chairs by at least five (5) Commission members. Any request shall state the purpose of the meeting. Written notice of the date, time, place and purpose of the Special Meeting shall be given to each Commissioner at least four (4) days before the date fixed for the meeting. For the purposes of this paragraph notice by electronic mail shall be considered written notice.
- 7. Quorum** Five members of the Reapportionment Commission shall constitute a quorum for the purposes of conducting the business of the Commission. In the absence of a quorum the meeting shall be canceled or rescheduled.

8. Commission Seating at Public Hearings Only members of the Reapportionment Commission, bipartisan staff and the Counsel to the Legislature or his designee assigned to the Commission shall be seated at the Commissioners' table at a meeting of the Commission. This is subject to appropriately sized rooms per each public hearing. Members of the public and other staff members are not to seat themselves at the Commissioners' table, but shall find seating elsewhere in the room. This will ensure that there shall be a smooth flow of Commission business.

9. Invited Speakers Pursuant to the Suffolk County Charter, the Reapportionment Commission may invite any government officials to participate in its deliberations or otherwise assist it in discharging its functions. The Reapportionment Commission may also invite any government employee or professionals in related fields to participate in the meeting. If government employees or professionals are to be invited, the members of the Commission are to be notified four (4) days in advance.

10. Adoption of the Plan Six (6) affirmative votes of the Reapportionment Commission shall be required to adopt the report and plan or a revised report and plan. If a Commission member chooses to abstain on a vote, the Co-Chair(s) shall allow the abstaining Commission member to give the reason for his or her abstention if he or she wishes to do so.

11. Commissioners' Public Comments Commission members should not speak publicly about any matters within the Commission's jurisdiction during the process. Only the Co-Chairs of the Commission or a member designated by a Co-Chair may speak officially on behalf of the Commission.

12. Termination of the Commission The Reapportionment Commission shall expire, and the terms of its members terminate, 30 days after a permanent plan is adopted by the County Legislature. If it fails to propose a plan by August 1, 2022, the Commission will terminate immediately.

(Source: <https://ecode360.com/14938623>)