

EXECUTIVE ORDER NO. 1 OF 2024

WHEREAS, parliamentary procedures are the accepted rules, ethics, and customs governing meetings of an assembly or organization. Their object is to allow orderly deliberation upon questions of interest to the organization and thus to arrive at the sense or the will of the majority of the assembly upon these questions; and

WHEREAS, Robert's Rules of Order is the standard manual of codes and rules of ethics that govern discussions and decision-making in non-legislative organizations with boards of directors and committees. This framework helps Chairpersons have systematic, orderly, and goal-oriented meetings; and

WHEREAS, Robert's Rules of order is the most widely used manual of parliamentary procedure in the United States. It governs the meetings of a diverse range of organizations—including religious groups, county boards and commissions, homeowners associations, nonprofit associations, professional societies, school boards, and trade unions—that have adopted it as their parliamentary authority; and

WHEREAS, the information and tips included in Robert's Rules of Order can help board leaders use the rules as they were intended—to drive meaningful, efficient, and productive meetings, regardless of whether they are in-person, virtual, or hybrid; and

WHEREAS, among all the forms of parliamentary procedures, as of 2022, Robert's Rules of Order was the most popular, adopted and used by about 80% of organizations in the United States; and

WHEREAS, the latest edition of Robert's Rules of Order is the September 2020 release of Robert's Rules of Order Newly Revised 12th Edition; and

WHEREAS, the County has approximately 25 boards and commissions, excluding the County Board of Legislators and its committees and subcommittees, whose members are appointed by the County Executive and perform various functions on behalf of the County of Westchester; and

WHEREAS, in order to ensure that all County Boards and Commissions hold meetings in compliance with parliamentary procedure to enable meaningful, efficient, and productive meetings;

NOW, THEREFORE, I, George Latimer, County Executive of the County of Westchester, in accordance with my statutory duties, do hereby order that all County boards and commissions, their committees, and subcommittees, and excluding the County Board of Legislators and its committees and subcommittees, shall follow Robert's Rules of Order as their parliamentary or procedural authority; and it is further

RESOLVED, that all County boards and commissions, their committees, and subcommittees and excluding the County Board of Legislators and its committees and subcommittees, adhere to the procedures contained in the September 2020 release of Robert's Rules of Order Newly Revised 12th Edition, the latest edition of Robert's Rules of Order, and any new editions that are published in the future; and it is further

RESOLVED, that this Executive Order shall take effect immediately and shall remain in effect until otherwise superseded or revoked.



GEORGE LATIMER
County Executive

Dated: February 1, 2024
White Plains, New York