

STANDING RULES
OF THE
BOARD OF LEGISLATORS
OF
LEWIS COUNTY
NEW YORK

Adopted: January 4, 2022
Amended: February 1, 2022

TABLE OF CONTENTS

	Page
RULE I Meetings.....	3
RULE II Procedure	3
RULE III Chairperson.....	5
RULE IV Clerk.....	5
RULE V Committees.....	6
RULE VI Legislation and Reports.....	6
RULE VII Audit of Claims.....	7
RULE VIII General Provisions.....	8
Board of Legislators Constituted	8
Organization of the Board.....	9
Meetings of the Board.....	9
Rules of Procedure.....	10
Committees	10
Chairperson of the Board - Power and Duties	11
Clerk of the Board – Term and Duties.....	12
RULE IX Suspension of Rules	12
RULE X Amendment of Rules.....	12
RULE XI Robert’s Rules of Order	12
RULE XII Powers and Duties of Committees	12
General Services	12
Health and Human Services.....	14
Finance and Rules.....	15
Committee Rules for Legislators	16
Committee Rules for Staff.....	17

RULE I MEETINGS

SECTION 1. All meetings of the Board shall be held in the Legislators' Chambers in the Lewis County Court House at Lowville, New York.

SECTION 2. In addition to the meeting in January to organize the Board, the Board shall hold regular monthly meetings on the first Tuesday of each month to begin at 5:00 P.M. During the month of November a second meeting shall be scheduled for the purpose of holding a public hearing on the Tentative County Budget; and a second meeting shall be scheduled in December to close out business for the year.

SECTION 3. Notwithstanding any limitations hereinafter imposed upon amendment or suspension of these Rules, the Board may, by motion at any regular meeting, adjourned regular meeting or special meeting, change the date and/or time and/or place herein fixed for the next succeeding regular meeting.

SECTION 4. Upon the adjournment of any meeting the Clerk shall post on the Court House bulletin board a notice of the date and time at which the Board will next convene together with notice of the date and time of the next regular meeting. Whenever a special meeting shall be called the Clerk shall immediately post as above required a notice of the date, time and purpose of such special meeting.

RULE II PROCEDURE

SECTION 1. Members of the Board shall assemble and the Chairperson shall take the Chair for each meeting on the day appointed, unless otherwise directed by resolution or previous adjournment. In case of the non-appearance of the Chairperson, within 15 minutes of the appointed time, the Clerk shall call the Board to order and the Board shall elect an Acting Chairperson as provided by Section 151 of the County Law.

SECTION 2. The order of business at each meeting of the Board shall be as follows:

1. Roll Call of Members
2. Invocation
3. Pledge of Allegiance
4. Approval of Minutes
5. Report of the Finance and Rules Committee under Rule VI
6. Privilege of the Floor
7. Presentation of Petitions, Communications and Notices
8. Reports of County Officers and Departments
9. Reports of Standing Committees and Motions
10. Reports of Special Committees
11. County Manager Report
12. County Treasurer Report
13. Report of Finance and Rules Committee under Rule VII
14. Resolutions
15. Other Business
16. Adjournment

SECTION 3. Upon Roll Call, the Clerk shall record by name all members present or absent and the departure of any member listed as present during the course of each meeting.

SECTION 4. Persons not members of the Board shall upon the consent of the Chairperson, or upon the request of any member of the Board, be accorded the privilege of the floor and be permitted to speak in regard to matters pending before the Board or within the scope of the powers of the Board.

SECTION 5. Copies of the minutes of the previous meeting shall be furnished to each Legislator by the following meeting. In the absence of objection, or correction, the Chairperson shall declare the minutes approved without formal motion. If the minutes are not available at a given meeting, then any Legislator may request a reading thereof.

SECTION 6. The Chairperson shall preserve order at all meetings and shall decide all questions of order. Each such decision shall be final unless an appeal is made to the Board. On any such appeal, the Chairperson shall have the right to state from the Chair his/her reason for such decision.

SECTION 7. Any Legislator, upon the meeting being called to order, shall take his/her seat and remain therein and shall not further proceed except in order. Any such member shall be entitled to appeal the ruling of the Chairperson to the Board, and shall be bound by the decision of the Board. If the Board overrules the call of the Chairperson, the Legislator appealing may proceed in order.

SECTION 8. The Chairperson shall have the power to call any Legislator temporarily to the Chair to perform the duties of the Chairperson, but such substitution shall not extend beyond one day unless, by leave of the Board.

SECTION 9. Any Legislator desiring to speak or present any subject matter to the Board shall not proceed until recognized by the Chairperson and awarded the floor for such purpose.

SECTION 10. When two or more Legislators desire to speak at the same time, the Chairperson shall determine which is entitled to the floor.

SECTION 11. All questions relating to the priority of business, that is, the priority of one question or subject matter over another under the same order of business shall be decided without debate by the Chairperson.

SECTION 12. No debate shall be in order until the pending question shall be stated by the Chairperson.

SECTION 13. If the pending question contains two or more distinct propositions, the question shall be divided by the Chairperson at the request of any member, to the end that a separate vote may be taken on each proposition.

SECTION 14. This Section was deleted by Resolution No. 365-2007

SECTION 15. Whenever a motion or resolution shall be under consideration, no further or additional motion shall be received except as herein specified:

1. Such further or additional motion must be moved and seconded.
2. A vote on such further or additional motion must be had, without additional debate.
3. Such further or additional motion shall have precedence in the following order:
 - a. Adjournment or recess of the meeting
 - b. To cease debate and bring to vote the motion or resolution under consideration
 - c. To lay the motion or resolution on the table
 - d. To refer the motion or resolution under consideration to a Standing Committee
 - e. To refer the motion or resolution under consideration to a Special Committee
 - f. To amend the motion or resolution under consideration

SECTION 16. When any question shall be under consideration, the previous question shall be as follows: "Shall the main question now be put?" when, upon taking the previous question, the Board shall decide that the main question shall not be put, the main question shall be considered as still remaining under debate. When, upon taking the

previous question, the Board shall decide that the main question shall be put, the main question shall be on the passage of the matter under consideration, but when amendments are pending, the question shall first be taken upon such amendments in their order.

SECTION 17. Upon request of any Legislator, any motion, amendment to a resolution, or amendment to a motion, shall be reduced to writing.

SECTION 18. After a resolution, motion, or amendment is stated by the Chairperson, it shall be deemed to be in possession of the Board, but it may be withdrawn at any time before a decision is made or any amendment adopted, by consent of the Board.

SECTION 19. Any Legislator, including the Chairperson, shall be entitled during debate to speak on the pending question, but no Legislator shall speak more than twice nor more than thirty minutes on any one question without leave of the Board. When the Chairperson desires to speak on a pending question, he/she may speak from the Chair, or, with the permission of the Board, may designate an Acting Chairperson, which designation shall be effective until the pending question is disposed of.

SECTION 20. Every Legislator present, when any vote upon any question is taken, shall vote upon the same unless excused by the Board. Any Legislator requesting to be excused from voting may make a brief oral statement of the reason for making such request, and the question shall be taken without further debate. Voting may not be delayed because of the absence of a Legislator when a quorum is present, unless such Legislator is temporarily excused by the Chairperson.

SECTION 21. No motion for reconsideration of the vote upon any question shall be entertained unless moved by one who voted in the majority upon such question nor unless such motion be made within the next three days upon which meetings of the Board shall be held, and where a two-thirds majority is required and the proposition is defeated, no one who voted for the proposition may move for its reconsideration.

SECTION 22. A motion for the reconsideration of any question having been made and decided in the negative, no proposition for further consideration shall be entertained.

SECTION 23. A motion to adjourn the Board shall be in order at any time and shall be decided without debate.

RULE III CHAIRPERSON

The Chairperson of the Board and/or Vice-Chairperson shall perform the duties imposed on him/her by or pursuant to general and special laws of the State of New York and local laws, resolutions, rules and other directives of the Board.

RULE IV CLERK

SECTION 1. The Clerk of the Board shall perform the duties imposed on him/her by or pursuant to general and special laws of the State of New York and local laws, resolutions, rules and other directives of the Board.

SECTION 2. Whenever the Clerk shall receive any petition, communication or notice which requires prompt attention and action, either by virtue of its nature or by virtue of any Federal, State or local law, resolution, rule or regulation, the Clerk shall immediately notify the Chairperson of the Board, or if he/she be not available, the Chairperson of an appropriate Committee, of the receipt and contents or such further action as the Chairperson so

notified shall direct.

SECTION 3. Whenever any person is appointed or elected for the first time to be a Legislator, the Clerk shall immediately provide to such person a copy of these Standing Rules, a copy of the last published annual "Proceedings of the Board of Legislators", and if they be available for distribution, copies of the current County Budget and the tentative or final County Budget for the next fiscal year.

SECTION 4. The Clerk shall notify the Chairperson of the Board and the Finance and Rules Committee of the Board of Legislators at least ninety (90) days prior to expiration of insurance policies.

RULE V COMMITTEES

SECTION 1. Each standing committee shall consist of five members, unless otherwise specified by local law, resolution or other action of this Board or its Chairperson. The Chairperson of the Board of Legislators shall name the membership of all committees and appoint all committee Chairpersons immediately upon taking office. The Chairperson of each committee shall call all necessary meetings and cause the members thereof to be notified in advance of each meeting. Upon the refusal or neglect of a Chairperson of any committee to call a meeting, the Clerk, upon written request signed by a majority of the committee, shall call such meeting. Each committee shall perform the duties assigned to it by the Board or required by law and shall have general charge of all matters pertaining to the work of the Board as indicated by the title thereof and the duties prescribed therefore.

SECTION 2. It is hereby stated to be the policy of the Board that at least one, but not more than two, of the members of each Standing Committee should be replaced by a new member each year; but this statement shall not be construed as limiting in any way the power of the Chairperson to appoint all committees.

SECTION 3. The Chairperson of each committee shall file with the Clerk before each regular meeting a written report showing the dates of all meetings held since his/her last report, the name of all members present, the purpose for which the meetings were called, and the action, if any, taken by the committee.

SECTION 4. All committees, upon making reports on matters referred to them, shall return all papers, documents or other materials relating thereto to the Clerk.

SECTION 5. The Board may by resolution withdraw any matter referred or otherwise entrusted to any committee for consideration by such committee and refer the same to a Special Committee created by such resolution.

SECTION 6. In establishing Standing Committees, the Board does not intend to delegate any powers or duties beyond its power to delegate, nor to confer upon any committee any power not included within the scope of the general constitutional and statutory powers of the Board.

RULE VI LEGISLATION AND REPORTS

SECTION 1. Each proposed local law or resolution shall be reduced to writing, be in the name of the member or members of the Board introducing the same and filed with the Clerk not later than noon of the fifth day preceding the meeting at which it is to be presented; for example, a measure to be presented at a Tuesday meeting shall be filed with the Clerk by noon of the preceding Thursday. Copies of all proposed local laws and resolutions shall be forwarded to the members on or before midnight of the final day for filing as herein set forth.

SECTION 2. Proposed local laws and resolutions shall be consecutively numbered in separate series as they are filed with the Clerk, each series continuing through one calendar year.

SECTION 3. The Finance and Rules Committee shall meet at the County Court House before each meeting of the Board for the purpose of performing the duties as set forth in this rule. Such meetings shall be attended by the Clerk and shall be held at the following times: Prior to scheduled meetings of the Board or as called by the Chairperson of such committee.

SECTION 4. The Clerk shall present at such meeting for consideration of the Committee all reports and proposed local laws and resolutions theretofore filed with him/her for presentation at the next meeting of the Board. The committee shall examine and consider such reports and proposed local laws and resolutions and shall indicate with respect to each item, by notation signed by the Chairperson or by a majority of the committee, the committee's recommendations with respect to action by the Board. Such recommendations may include one or more of the following: or such other administrative or procedural action as the committee may deem appropriate:

- a. Receipt and filing
- b. Receipt, filing and inclusion in the minutes
- c. Reference to a particular committee for report and recommendation
- d. Immediate action by the Board
- e. Referred to the County Attorney for opinion or redrafting
- f. Tabling for future action
- g. Reference to the introducing member of redrafting for re-clarification or other purposes
- h. With respect to stock or standard resolutions; one or more of the committees may sign the same as the introducing member or members
- i. Waive the rules to act on late resolutions

SECTION 5. In addition to the performance of the duties set forth in Section 4 above, the Committee shall have discretionary power to cause any of such reports and proposed local laws and resolutions to be reproduced and distributed to all members of the Board and to such other persons or organizations as the Committee may direct in advance of the meeting of the Board, at which the same are to be presented. It is hereby stated to be the intention of the Board that this power shall be exercised only in the case of reports and legislation which appear to require extensive thought and consideration before action, or which involve the appropriation or expenditure of large sums of money, or which concern matters of an apparent controversial nature. This statement of intention shall be construed as a guide to the Committee and not as a limitation of the discretionary power herein before granted.

SECTION 6. The provisions of Rule VI shall not apply to the Audit Reports and resolutions provided for in Rule VII.

RULE VII AUDIT OF CLAIMS

SECTION 1. Except as otherwise provided by law, every claim against the County for the payment of money shall be audited by the Board.

SECTION 2. Every claim shall be in writing and itemized. In lieu of verification, claims may be certified by the claimant as true and correct and such certification shall have the same effect as if verified by oath. Such certification shall contain a statement that the service was actually rendered, the disbursement actually and necessarily made, the supplies or equipment actually delivered, or other appropriate statement that the consideration has passed to the County. A written contract for the payment of money in stated amounts and at stated intervals shall be deemed a verified claim.

SECTION 3. All claims shall be consecutively numbered, the disposition of each claim shall be endorsed thereon, and after audit such claims shall be filed in the office of the Clerk or other officer having custody thereof.

SECTION 4. Every claim to be presented at any meeting for audit shall be submitted to the Clerk in accordance with submission deadline dates as established by the Clerk and directed to all departments, such schedule is to allow ample time for preparation of such claims and reports for audit by the Board.

SECTION 5. Every claim presented by a claimant directly to the Clerk, except claims based upon statutory imposition of liability on the County and claims originating in the Clerk's office, shall be referred by the Clerk to the person or organization pursuant to whose order or action liability for the claim was incurred. If such person or organization cannot readily be determined, the Clerk shall return such claim to the claimant with instructions to present such claim through such person or organization.

SECTION 6. No claim shall be considered or treated as properly filed with the Clerk for audit unless it shall bear the written approval of the person or organization pursuant to whose order or other action liability for the claims was incurred and such approval shall include a statement as required of the claimant in Section 2 above, that the consideration has passed to the County. This section shall not apply to claims in respect of which the certifying claimant and the approving person or organization are the same, nor to claims based upon statutory imposition of liability on the County and not arising out of action taken locally.

SECTION 7. Before each meeting the Clerk shall check all claims filed with him/her for accuracy and for compliance with the provisions of this rule. The Clerk shall then list such claims numerically, showing the name of each claimant and the general nature and amount of each claim and shall prepare an Audit Report and Audit Resolution for action on such claims in such form as the Finance and Rules Committee shall prescribe.

SECTION 8. The Finance and Rules Committee shall meet preceding each meeting at which claims will be presented for audit. The Clerk shall present to such committee for appropriate action a listing of all claims by number, name, purpose and amount claimed, and shall advise the committee by written notation of any inaccuracy, irregularity or defect of form or substance as so noted by the Clerk.

SECTION 9. The Committee shall examine such claims to determine whether they shall be lawful County charges. Upon completion, at least a majority of the Committee shall sign the report. Said report shall indicate with respect to each claim the opinion of the Committee as to whether each claim should be paid in full, in part, or otherwise be treated as the Committee may deem appropriate. The report shall be filed with the Clerk as soon as possible after the Committee meeting.

SECTION 10. The County Treasurer shall pay the amount audited to each claimant, or his assignee or personal representative, out of funds in his/her hands appropriated for the purpose therefor, upon authorization by the Board.

SECTION 11. The first three sections of this rule shall not be subject to suspension under Rule IX.

RULE VIII GENERAL PROVISIONS

The following being relative to the constitution, organization, meetings, rules, committees, Chairperson and Clerk of the Board, are hereby adopted as a part of the Standing Rules and the provisions of this rule shall not be subject to suspension under Rule IX of these rules. Such rules, however, are subject to change and amendment as may be hereinafter provided by the New York State Legislature.

Board of Legislators Constituted

The Legislators of the several districts of the County, when lawfully convened shall constitute the Board of Legislators of the County of Lewis.

Organization of the Board

1. The members of the Board of Legislators shall organize the Board and select a Chairperson on or before the eighth day of January each year. The Board shall annually, by resolution duly adopted during the month of December, fix the date, time and place of the meeting to organize and select a Chairperson for the following year. The Clerk of the Board of Legislators shall serve upon each member a notice stating the date, time and place of the meeting to organize the Board and that a Chairperson will then be selected. The notice shall be in writing and shall be served by mail addressed to each member at his/her last known post office address or by electronic notification generally accepted, at least forty-eight hours before the date of the meeting.

2. In the event of the death, inability or failure of the Clerk of the Board of Legislators to call any such meeting or to serve such notices, the County Clerk of the County shall call the meeting to organize the Board and select a Chairperson on or before the fifteenth day of January following. Notice of such meeting shall be served by the County Clerk in like manner and time as provided for service of notice by the Clerk of the Board in subdivision one.

3. At such organizational meeting, or at an adjourned meeting not later than February first, the Board shall select a Chairperson and Vice-Chairperson.

4. The term of office of the Chairperson and Vice-Chairperson shall expire at the end of the calendar year in which he/she is selected, unless the Board shall provide by local law for the selection of the Chairperson in January of each even-numbered year, in which event the term of office of the Chairperson shall be for a term expiring with that of his/her term of office as Legislator.

5. In the event of a failure of the Board of Legislators to select a Chairperson on, or before February first, the County Clerk shall appoint a member of the Board as Chairperson whom shall serve until the end of the calendar year in which he/she is appointed.

6. In the absence of the Chairperson of the Board of Legislators, the Vice-Chairperson shall have and exercise all powers and duties of the Chairperson.

7. In case of a vacancy in the office of Chairperson, the Clerk of the Board of Legislators shall call a meeting of the members of the Board upon like notice as provided in subdivision one, at which a member shall be selected as Chairperson. Such person so selected shall serve as Chairperson of the Board for the un-expired term of the previous Chairperson. In the event of the failure of the Board to select such Chairperson within thirty days after the vacancy shall have occurred, the County Clerk shall appoint a member of the Board as Chairperson, whom shall serve until the end of the calendar year in which he/she is appointed.

Meetings of the Board

1. The Board of Legislators shall, in addition to the meeting to organize the Board, hold regular meetings at stated intervals.

2. Special meetings shall be held at the call of the Clerk of the Board upon direction of the Chairperson, or upon written request signed by a majority of the members of the Board. Notice in writing stating the time, place and purpose of the special meeting shall be served personally or by mail upon each member by the Clerk of the Board at least forty-eight hours before the date fixed for holding the meeting. A member may waive the service of the notice for such meeting by a writing signed by him/her. Only business specified in the notice thereof may be transacted at a special meeting.

3. Any meeting of the Board of Legislators may be adjourned from time to time. All meetings of the Board shall be public.

Rules of Procedure

1. A power of the County, whether in terms vested in the County or in the Board of Legislators shall, except as otherwise expressly provided, be exercised through a local law or resolution duly adopted by the Board.
2. A majority of the whole number of the members of the Board of Legislators shall constitute a quorum for the transaction of business, but a lesser number may adjourn.
3. Each local law or resolution shall have a title prefixed concisely stating the contents.
4. Whenever in this chapter or other general, special or local law, the Board of Legislators is authorized or required to act, and if no proportion of the voting strength for such action is otherwise prescribed, such action shall be taken by the affirmative vote of the majority of the total membership of the Board. The roll call shall be taken and entered by the Clerk in the minutes of its proceedings when required by law, or upon request of any member of the Board.
5. All resolutions shall become effective upon their adoption, or as otherwise provided by this chapter or other law, or as specified in the resolution.
6. Subject to the restrictions provided in this chapter or other law, the Board of Legislators shall have power to amend, repeal or supersede any local law or resolution theretofore adopted.
7. The Board of Legislators shall have power to compel the attendance of members at regular and special meetings of the Board and at committee meetings. In all cases of absence during any regular or special meeting of the Board, or any committee meeting called pursuant to written notice, the Board of Legislators may impose a penalty not exceeding fifty dollars for each non-attendance without sufficient excuse as the rules shall provide. Absence by reason of performance of official duty for the County, or absence occasioned by the performance of any other official duty shall at all times be deemed a sufficient excuse.
8. Except as otherwise expressly provided, the Board of Legislators shall determine the rules of its own proceedings. Unless the rules of the Board otherwise provide, no rule may be suspended except by the unanimous vote of the members present and voting at any regular or special meeting of the Board.
9. The terms "whole number of the members of the Board" and "whole number of its membership" as used in this chapter, shall be construed to mean the total number which the Board of Legislators would have were there no vacancies and were none of the legislators disqualified from acting.

Committees

1. The Board of Legislators may create standing committees for the purpose of aiding and assisting the Board in the transaction of its business. Any local law or resolution creating any such committee shall specify the powers, duties and number of its members. A member of any standing committee shall serve until the end of the calendar year in which he/she shall have been appointed, unless the Board shall have fixed a different period, but in any event, not longer than the term for which he/she shall have been elected as legislator.
 - a. Upon creating a standing committee or committees, the board shall establish regular meetings for each such committee to take place at least once a month. Standing committees may hold special meetings, which may be scheduled at any time at the request of the committee chair or upon the request of a majority of the committee members.
 - b. The County Manager, or the Clerk of the Board, shall prepare a "docket sheet" for each request that requires Board action, along with a proposed resolution that implements the requested action.
 - c. The committee shall consider the matters on the docket for that committee meeting, along with the

attached resolutions. The committee may adopt, amend, modify or deny any proposed resolution. The actions of the committee shall be determined by a majority vote of those present at the meeting.

d. Those resolutions receiving a majority vote of the committee shall be forwarded for action by the full Board at the next scheduled Board meeting.

e. The decisions of the committee shall be recorded on the docket sheet for each proposed action. All docket sheets shall be retained by the Clerk of the Board as an official record of the committee's proceedings.

f. Committee meetings shall be open to the public as otherwise provided by law.

2. The Board may from time to time create special committees. Any resolution creating a special committee shall specify the powers and duties of the committee and the number of its members. Each member of any special committee shall serve for the period specified in such resolution, but in any event, not longer than the term for which he/she shall have been elected as Legislator.

a. The manner in which special committee meetings shall be conducted and the extent to which the special committee shall utilize the docket system as outlined above shall be at the discretion of the special committee chair, or as determined by the Board resolution that creates the special committee

3. Members of all standing and special committees shall be appointed by the Chairperson of the Board from its membership.

4. Vacancies on standing and special committees shall be filled by the Chairperson of the Board from its membership.

5. The Board may authorize committees to accept advice and counsel of citizens whom are not members of the Board.

6. Nothing herein shall be deemed to authorize the delegation of any of the powers, duties or responsibilities of the Board of Legislators or of any officer, except as otherwise expressly authorized by law.

Chairperson of the Board Powers and Duties

1. The Chairperson of the Board of Legislators shall, at the time of his/her selection and throughout the term of his/her office, be a member of the Board of Legislators and shall within twenty days after his/her selection take and file in the office of the County Clerk an Oath of Office as such Chairperson, and execute and file an official undertaking in such amount as may be required by the Board. Such undertaking shall be approved by the Board if in session and otherwise by the County Clerk. Upon failure to take said oath, or to execute and file said undertaking within the time therefore prescribed by law, the Board of Legislators may declare a vacancy and select another Chairperson from its membership. He/she shall be ex-officio member of all committees and shall have the right to attend meetings of all boards, commissions or other bodies appointed by the Board of Legislators, or exercising County functions, or expending County funds. He/she shall have the right to inspect all books, accounts, records or documents pertaining to the property, money or assets of the County or over which the County has control.

2. It shall be the duty of such Chairperson to (a). become familiar with the property, functions and fiscal affairs of the County; (b). see that the statutory and local laws and resolutions of the Board of Legislators and directions of county officers empowered to make the same are faithfully executed, and report to the Board any neglect of duty; (c). make recommendations to the Board of Legislators on legislation, rules and regulations and such other matters deemed material and advisable; (d). advise department heads and officers and recommend matters deemed helpful in the performance of their duties.

3. The Board of Legislators may delegate to such Chairperson the power to (a). transfer employees temporarily from one department or office to another with the approval of the appointing officer or Board; (b). determine what

officer shall perform a particular duty or power not clearly defined by law; (c). determine when officers and employees may attend conferences and schools conducted for the betterment of county government; (d). execute and deliver documents and contracts authorized by such Board; (e). perform such other administrative duties as the Board may determine to be necessary to give full effect to the provisions of this chapter.

Clerk of the Board Term and Duties

1. The Board of Legislators shall appoint a Clerk who shall serve during the pleasure of the Board and until his/her successor is appointed and has qualified.

2. The Clerk shall keep a record of all acts and proceedings of the Board and be the custodian of the records, vouchers and other papers required or authorized by law to be deposited in his/her office. He/she shall have custody of all policies of insurance of all types carried on the corporate property of the County and shall keep a record properly indexed showing the property, name of insurance carrier, amount of insurance and date of expiration of all policies. He/she shall perform such additional and related duties as may be described by law and directed by the Board of Legislators.

RULE IX SUSPENSION OF RULES

Any one or more of these rules, except as otherwise expressly provided in any of said rules, may be suspended upon motion by a two-thirds vote of the “whole number of the members of the Board” as defined in Section 153 of the County Law. Such suspension shall in any case be effective for the day of suspension only.

RULE X AMENDMENT OF RULES

These rules shall not be amended except by resolution duly introduced and read for information at a meeting held at least one day before the meeting at which such resolution is adopted. This rule shall not be subject to suspension under Rule IX.

RULE XI ROBERT’S RULES OF ORDER

Except as herein otherwise provided, Robert’s Rule of Order shall govern parliamentary procedure at all meetings of the Board.

RULE XII POWERS AND DUTIES OF COMMITTEES

The Standing Committees of the Board, together with a general statement of the powers and duties of each, shall be as follows:

GENERAL SERVICES COMMITTEE

Jurisdictional Oversight:

This committee has oversight of the following departments:

Buildings and Grounds

Agriculture

Code Enforcement/Junkyards

Probation

District Attorney
Economic Development
Fire & Emergency Management
Highway
Public Defender

Recreation, Forestry, and Parks
Recycling & Solid Waste
Sheriff's Office
Weights and Measurers

Committee Description:

This committee shall have general supervisory and jurisdiction over all matters relative to junkyards and junkyard issues within the County and shall consult and advise with the Building Code Officers concerning such matters including interpretation and application of state and federal laws relating to enforcement of junkyard laws within the County.

This committee shall have general supervision over the County Historian and the duties pertaining to said position.

This committee shall have general supervisory and advisory jurisdiction of all matters relating to the Sheriff and the administration of his office; the County jail and the incarceration of county prisoners in general; the maintenance, repair and improvement of the jail building and the grounds surrounding them; contracts and payment of the imprisonment and care of prisoners sentenced from the County to outside institutions; and the commitment of insane persons.

This committee has jurisdiction concerning all matters relating to the Fire Advisory Board; and the Sealer of Weights and Measures.

This committee shall have charge of all matters relating to the District Attorney; the Probation Director; Public Defender; including litigation in which the County is interested, as well as retention of outside counsel when so directed; except in Workers' Compensation matters.

This committee shall also have general supervision of all Emergency Management matters in the County and shall consult and advise with the County Director of Fire and Emergency Management concerning such matters and concerning interpretation and application of state and federal laws relating to Emergency Management and Emergency Medical Services, and their enforcement within the County.

This committee shall also work in cooperation with the Lewis County Chamber of Commerce and with other interested groups and organizations in publicizing the recreations, industrial and agricultural advantages of the County, in promoting the economic prosperity of the County, for the future welfare and growth of the County.

This committee shall have general supervision and control of all county reforestation projects; the acquisition of land for such projects; the planting, lumbering, management and care of county forests; the conservation of game, fish, wildlife and timber; and provision of public recreational facilities, where feasible, in connection with forest and conservation projects. Such committee shall perform the duties prescribed by Section 225 of the County Law in connection with any program carried on under ppe. of subd. 1 of said section for publicizing the advantages of the County or region.

This committee shall have general supervisory and advisory jurisdiction of all matters relating to agriculture, including all programs for control of animal diseases, the programs of the office of Cornell Cooperative Extension Service of Lewis County; the affairs of the County Soil and Water Conservation District, relations with the Lewis County Agricultural Society, programs and policies of State and Federal departments and agencies and the general improvement of agricultural conditions within the county.

This committee shall have general supervision of all matters relating to highways, including, but not limited to, the affairs of the Superintendent of Highways and the Highway Department; the construction, maintenance and repair of highways and bridges; the purchase of and payment for all necessary rights-of-way; the county garage and its operation

and maintenance; and the purchase, maintenance and repair of machinery and equipment.

This committee shall have general supervisory and advisory jurisdiction regarding all matters relating to recycling materials, solid waste and all related issues within the County and shall confer with the Solid Waste Director concerning such matters, to include all contractual agreements with the Development Authority of the North Country relative to disposal of all solid waste materials.

This committee shall have general supervisory and advisory jurisdiction regarding all matters of buildings and grounds, including maintenance, repair and care of the grounds surrounding each building, and of any remodeling, rearrangement, reconstruction or addition to such building. This committee shall designate the location in such buildings of the various County and other offices, and shall be responsible for such general furnishings as counters, tables, desks and chairs. The committee shall also have general supervision over all the county office buildings, including any remodeling, rearrangement, reconstruction, etc. to such buildings, the County farmland and other buildings owned by the County.

This committee shall also have charge of all other matters referred to the Committee.

HEALTH AND HUMAN SERVICES COMMITTEE

Jurisdictional Oversight:

This committee has oversight of the following departments:

Community Services	Social Services
Lewis County General Hospital	Veterans Service Agency
Office for the Aging	Youth Bureau
Public Health	

Committee Description:

This committee shall have charge of all matters relating to veterans of any war of the United States of America, which may properly come before the Board; the provision of burials and headstones for veterans; the work of the Veterans' Service Agency; and the construction, application and enforcement of state and federal laws relating to veterans within the County.

This committee shall work in cooperation with the Board of Managers of the Lewis County General Hospital in connection with the affairs of the hospital. The Health and Human Services Committee may sit in on the meetings of the Board of Managers as an advisory group for the purpose of consultation, information and recommendation, but shall have no vote in the operation or management of the hospital. It shall act as a liaison between the Board of Legislators of the County of Lewis and the Board of Managers of the Lewis County General Hospital and the Health Care Facility and Nursing Home.

This committee shall have general supervision of all matters relating to public health and particularly of all matters involving the Public Health Nursing Agency, the administration of all public health programs, the Lewis County Health Association, control of tuberculosis and other communicable diseases, assistance for physically handicapped children and all matters relating to public health. One member of this committee shall be a member of the County Health Services Advisory Board. The committee shall also work with and have general supervision over the Lewis County Community Services Board, as well as the provision of mental health and alcoholism and substance abuse services within Lewis County.

This committee shall have charge of all matters relating to social welfare in the county and the operation and administration of the County Department of Social Services. The members of such committee shall also be members of the Social Services Advisory Committee heretofore established in the County. This committee shall also have general supervision and jurisdiction over all operations and services offered through the Employment & Training Administration office and its personnel.

This committee shall have general supervisory jurisdiction over all matters under the direction of the Office for the Aging Director for administration and provision of all programs and matters involving services to senior citizens.

This committee shall also have charge of all other matters referred to the Committee.

FINANCE AND RULES COMMITTEE

Jurisdictional Oversight:

This committee has oversight of the following departments:

Board of Elections	Insurance/Workers Compensation
Clerk of the Board	JCC Education Center
County Clerk	Law/County Attorney
County Manager	Planning
Human Resources	Real Property Tax
Information Technology	Treasurer

Committee Description:

This committee shall have general supervisory and advisory jurisdiction over all matters pertaining to Civil Service within the County. This Committee shall also have general supervisory and advisory jurisdiction over all matters pertaining to the Human Resources Department and of all relations between the Board and the Director of Human Resources/Personnel Director. This committee shall also have supervision of all matters relating to compensation of county officers and employees and of matters arising out of the County's membership in the State Retirement System, and shall act as the bargaining committee for the Board with the County Civil Service Employee's Association (CSEA).

This committee shall have charge of all matters relating to the administration, preparation and procurement of suitable forms for all matters connected with the transaction of business of the Board; shall each year after the adjournment of the State Legislature, examine these Rules and the prescribed forms for the purpose of determining any changes or amendments required by law or desirable for expediting and improving the conduct of the business of the Board; shall perform the duties prescribed under Rule VI; and shall have general charge, where not in conflict with other committees, and on an advisory basis for all officers and committees, of matters pertaining to state or federal legislation of interest to the County and the introduction, passage, amendment, interpretation and enforcement thereof.

This committee shall also have charge of all Workers' Compensation matters and of the consideration, payment and litigation of all claims against the County relative to Workers' Compensation. The Board shall provide personnel to perform such administrative, clerical and other duties as the committee may direct, and the County Attorney shall assist in the consideration and litigation of any claims at the request of the committee.

This committee shall also have charge over the provision of general liability insurance protection for the County, shall make such recommendations to the Board concerning insurance protection as it deems advisable, and shall at least once in each year examine the entire County program of insurance protection to determine adequacy of coverage and as a basis for recommendation and report to the Board.

The committee shall also have jurisdiction over the County health insurance plan.

This committee shall have charge of all administrative and procedural matters relative to taxation, including, but not limited to, the footing and verification of assessment rolls; the amount, purpose and apportionment of taxes to be levied for the various purposes in each of the towns of the county as determined from county and town budgets, records of unpaid taxes and returned school taxes and other sources; preparation of appropriate resolutions for the apportionment and levy of all taxes; preparation of tax statements for persons and corporations engaged in business of a public service nature; proper execution of tax warrants; and recommend new or changed forms for tax purposes. This committee shall have the power to prescribe reasonable rules regarding the date and manner of submission of assessment rolls, budgets

and all other documents required for the use of the committee in performing its duties.

This committee shall also have general supervisory and advisory jurisdiction over all matters related to the Office of Information Technology Director and all matters pertaining to information management including the acquisition, implementation and support of technology and telecommunications.

This committee shall have general supervisory and advisory jurisdiction over all matters relating to the Board of Elections and all matters pertaining to elections properly referable to the County.

This committee shall have general supervision of all the fiscal affairs of the County, and shall have charge of all matters relating to the methods and operations of the County Treasurer's Office; the appropriation of county funds; the borrowing of money for county purposes; the budget officer and the various steps in preparation of the county budget; the apportionment of license, mortgage and other taxes among the towns and villages of the county; the consideration of all applications for refund of taxes; and shall perform the duties prescribed under Rule VII. This committee is hereby designated as the committee for the purpose of reviewing tentative budgets filed with the Clerk of the Board pursuant to Section 357 of the County Law.

This committee shall have general supervision over all matters performed by the Planning Department and shall work in cooperation with the Lewis County Planning Board.

The County Manager, Clerk of the Board, and County Attorney will report administrative, rules, and legal matters in the first instance to the Finance and Rules Committee. Any litigation matter, in which the County is named, may be an interested party, and/or the consideration of the retention of outside council, will be reported by the County Attorney to this Committee, County Manager, and Clerk of the Board.

This committee shall have general supervision of the County Clerk's office and their operation.

This committee shall also have charge of all other matters referred to the Committee.

Committee Rules for Legislators

1. Each committee shall have five voting members; one member shall be the chairman of the committee. The Chairman of the Board of Legislators shall be a non-voting, ex-officio member of each committee.
2. Any Legislator may bring any jurisdictional issue directly to the Board of Legislators.
3. Any committee may refer any jurisdictional issue to another committee for further input.
4. All legislators are welcome to attend all committee meetings, however only members of the committee can participate directly.
5. The chair of the committee shall preside over the committee meeting; it shall be the chair's responsibility to move business along and call for votes of members.
6. General Services Committee shall meet the 3rd Tuesday of each month at 1:00 p.m.
7. Health and Human Services Committee shall meet the 3rd Tuesday of each month at 2:00 p.m.
8. Finance and Rules Committee shall meet the 3rd Tuesday of each month at 3:00 p.m.
9. Ad Hoc committees comprised of legislators and staff may be formed to study specific issues and bring back written recommendations to the full Board of Legislators.

10. If a legislator would like a particular item on the agenda for discussion, he/she is to contact the County Manager at least 48 hours in advance of the meeting in order to give staff proper time to prepare for discussion.

Committee Rules for Staff

1. The County Manager, in conjunction with the Chairman of the Board and the Chairman of the Committees, shall set the final agenda for all committee meetings.

2. Any department wishing to put forward a docket to their jurisdictional committee must attend a monthly pre-agenda meeting, scheduled regularly by the County Manager. Dates and times of these pre-agenda meetings shall be set by the County Manager.

3. Any materials provided to Committees for presentations or dockets must be provided to the County Manager at least two weeks in advance of the meeting.

a. Nothing will go before the Committees without having first been provided to Committee members at least 48 hours in advance of the meeting.

4. All Committee materials and presentations will be of the highest professional quality, ensuring staff is portrayed as effective and professional at all times.