

RESOLUTION NO. 08-100

RESOLUTION ADOPTING RULES OF ORDER AND PROCEDURE FOR THE
CHEMUNG COUNTY LEGISLATURE

By: Legislature as a Whole

Seconded by: Legislature as a Whole

RESOLVED, that the Chemung County Legislature hereby adopts, effective immediately, the following rules for the operation of the Chemung County Legislature:

RULES OF ORDER AND PROCEDURE
FOR THE CHEMUNG COUNTY LEGISLATURE

The following are the specific rules of order and procedure for the Chemung County Legislature and where appropriate for its committees. Any rules not herein set forth may be adopted by the Legislature. In all instances where a rule is not established, or a point of order is not established, Robert's Rules of Order shall be deemed to apply and referred to for guidance of the Chairman. Each rule shall be numbered for convenience.

No resolution or other matter shall come before the Legislature for action or discussion by the Legislature, whether by inclusion on the agenda for the meeting of the Legislature, as an add-on to that agenda, or by motion from the floor of the Legislature, without that resolution or matter first having been assigned by the Chairman of the Legislature to one or more of the Standing Committees of the Legislature, consistent with these rules, for its review, discussion and recommendation for action by the full Legislature.

RULE I

MEETINGS

The County Legislature shall carry on its functions by having the following types of meetings:

A. Regular meetings to be held on the second Monday of each month at 7:00 P.M.

B. Special meetings to be held at the call of the Clerk of the Legislature upon direction of the Chairman, or at the call of the Clerk of the Legislature upon direction of the Vice-Chairman, in the absence of the Chairman, provided that upon convening, a majority of the members of the Legislature pass a resolution ratifying such call, or upon written request signed by a majority of the members of the Legislature. Each Legislator shall receive notice stating the date, time, place and the agenda for meeting. The notice shall be served either personally, by telephone, or electronically upon each Legislator by the Clerk of the Legislature at least forty-eight (48) hours prior to the meeting time. Any Legislator may waive, in writing, the service of the notice for any special meeting. Only those items set forth in the agenda delivered with the notice may be transacted at a special meeting.

RULE II

TIME AND PLACE OF MEETINGS

A. All regular and special meetings shall be held in the John H. Hazlett Building, 203 Lake Street, Elmira, New York, unless otherwise authorized by the Legislature, and as provided in Section 152 of the County Law, as may be amended from time to time.

B. All meetings shall be public and may be adjourned from time to time as determined by a majority vote of the members present and voting.

RULE III

PROCEDURE FOR MEETINGS

A. At each and every meeting of the Legislature, the Chairman of the Legislature shall call the meeting to order at the time appointed therefor. Upon the appearance of a quorum, the Clerk of the Legislature shall call the roll of Legislators inserting the names of those absent in the minutes. In the event a quorum is not present, the Legislators present shall request the Chairman of the Legislature to call an Adjourned Meeting and issue appropriate notice. In the event a Legislator arrives late or departs early the name of that Legislator will be inserted in the minutes by the Clerk of the Legislature.

B. The minutes of the preceding meeting or session of the Legislature shall be read on request of any Legislator wishing to make objections, alterations or additions otherwise the minutes of the preceding meeting will be approved by formal motion with the reading of the minutes dispensed.

C. The Order of Business of each regular meeting of the Legislature shall be as follows:

1. Pledge of Allegiance followed by a moment of silent reflection.
2. Roll call of Legislators.
3. Reading of the minutes of the preceding meeting unless waived by the Legislature.
4. Presentation of Petitions and Communications.

5. Public Comments. Members of the public are permitted to speak one time for a period not to exceed five minutes. This is an opportunity for persons to address the Legislature, but not to engage in debate with members of the Legislature, County officials, or other members of the public. Questions may be submitted in writing to the Clerk of the Legislature for a response by the Chairman or the Chairman's designee. All persons desiring to speak shall first be recognized by the Chairman, and then must state their name, address, and whether or not they are a resident or taxpayer of Chemung County, and whether or not they are acting in a representative capacity and if so, the name of the person, firm, organization, or other entity they are representing.

6. Acceptance of written committee reports.

7. Presentation of other motions, resolutions, and notices.

- (a) Preferred agenda
- (b) Agreements
- (c) Treasurer & real property
- (d) Advertising for/awarding bids
- (e) Personnel
- (f) Miscellaneous
- (g) Resolutions to be added pending approval at special committee meetings
- (h) Such other categories as may from time to time be necessary

8. Old Business

9. New Business

10. Meeting Adjournment

D. The Chairman of the Legislature shall preside at all meetings of the Legislature at which he is present, preserve order and decorum, confine discussion to the matter at issue and decide all questions of order, subject to appeal by a Legislator to the Parliamentarian, the Legislative Attorney.

E. On any appeal to the Chairman's decision on a matter of order, the Chairman may first present the reason for that decision after which any Legislator may speak once thereon before the Chairman puts the question, "Shall the Chair's ruling be sustained?". The question will be decided without debate by an aye and nay vote by a majority of Legislators present, including the Chairman's vote.

F. The Chairman of the Legislature may speak on any matter pending before the Legislature in his capacity as a Legislator, by designating a Presiding Chairman to preside during such discussion.

G. The Chairman of the Legislature shall be entitled to one (1) vote, equal and similar to all other Legislators.

H. An equally divided vote on any matter before the Legislature shall be deemed defeated and the question shall be lost.

I. Each Legislator, previous to speaking, shall request recognition by the Chairman by raising his hand.

J. When two or more Legislators indicate simultaneously a desire to speak, the Chairman shall recognize and name the Legislator entitled to speak first, second, etc.

K. No Legislator may speak more than once on any question until every Legislator desiring to speak thereon has spoken; nor speak more than twice without consent of the Legislature.

L. Legislators are to limit their discussion before the Legislature to a reasonable time period. The Chairman of the Legislature shall interrupt any Legislator speaking beyond what he considers a reasonable time and require summation and conclusion within a specified period or call such Legislator out of order.

M. A Legislator called to order shall immediately cease speaking unless permitted by the Chairman of the Legislature to explain.

N. Each and every meeting of the Legislature, except Executive Sessions, will be open to all members of the public.

O. Persons, excluding members of the Legislature and County officials who may be permitted to speak to the Legislature upon recognition by the Chairman, may only be permitted to speak in regard to matters pending before the Legislature by adoption of a motion supported by two-thirds of the Legislature.

P. Every Legislator present when a question is stated from the Chair shall vote thereon, unless he be directly interested in the question. The Chairman and the Legislative Attorney shall determine if a conflict of interest exists. Unless a Legislator expresses his vote in the negative, the same will be recorded in the affirmative.

Q. Leave of absence may be granted by the Chairman upon the application of any Legislator.

R. While a Legislator is addressing the Chair, no other Legislator will entertain any private discourse, walk about the room or pass between him and the Chair.

S. A quorum shall consist of a majority of the membership of the Legislature and shall be necessary for the transaction of its business, although a lesser number may approve a motion for a meeting's adjournment.

T. The Legislature shall act, except as otherwise provided by law, through a local law, act, ordinance, or resolution duly adopted by the Legislature. The Legislature shall adopt such local laws, acts, ordinances, or resolution by the affirmative vote of the majority of the membership of the Legislature.

U. Each local law, act, ordinance or resolution shall be consecutively numbered and dated and have a title prefixed concisely stating the subject matter thereof.

V. The vote upon all local laws, ordinances, resolutions, legalizing acts and amendments shall be by roll call by legislative districts numerically on a rotating basis except the Chairman shall be last. The vote on matters of procedure and the filing and printing of reports shall be oral unless a member present demands a roll call. The ayes and nays on every roll call shall be taken and entered upon the minutes. Once the roll call has commenced, there shall be no further debate or comment.

W. All resolutions shall become effective upon their adoption, unless otherwise specified therein.

X. 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 by the Chairman with advice from the Parliamentarian, the Legislative Attorney without debate.

Y. No motion shall be debated or voted upon unless it is seconded.

Z. Every motion shall be read by the Clerk of the Legislature before debate and before the question is taken, and every such motion shall be reduced to writing.

AA. After a motion is stated by the Clerk, it shall be in possession of the Legislature, but may be withdrawn by the Legislator that moved the motion, with consent of the Legislator that seconded the motion, at any time before a decision or amendment, if no objection is made. If objection is made, then the same may be withdrawn by obtaining the consent of the majority of the Legislators present.

BB. When a motion is under debate, no motion shall be entertained unless:

1. For an adjournment of the Legislature.
2. Roll call of the Legislature.
3. For the previous question.
4. To lay on the table.
5. To postpone indefinitely.
6. To postpone to a certain date.
7. To go into a Committee of the Whole.
8. To commit it to a Committee of the Whole.
9. To commit it to a Standing or Special Committee.
10. To amend it.

CC. Any motion to lay a question on the table shall be decided without amendment or debate and a motion to postpone the question indefinitely or to postpone to a certain day, until it is decided, shall preclude all amendments to the main question.

DD. When the County Legislature wishes to limit debate, a motion can be made from the floor pursuant to which question shall be as follows: "Shall the main question be now put?" Said motion shall be seconded and carried by majority vote. All debate instantly ceases and the Chairman of the Legislature shall immediately put the question for a vote.

EE. A motion for a meeting's adjournment shall always be in order, except when a vote is being taken and such motion shall be decided without debate.

FF. All reports, resolutions and other matters laid on the table may be called therefrom under "Old Business" in the regular order of business. However, no report, resolution or other matter laid on the table indefinitely shall be called from the table except by consent of a majority of the Legislature.

GG. All questions laid over by rule or by request of any Legislator for one day shall be considered in order at the next session, under the heading of "Old Business."

HH. A motion to reconsider any resolution or motion can only be entertained by the Chairman when moved by a Legislator who originally voted with the majority thereon, and when such motion to reconsider is to be voted upon at a meeting of the same or next day. At the next regular meeting a member absent shall have the right to make a motion to reconsider. Such motion to reconsider requires the affirmative vote of the majority of the membership of the Legislature.

II. The name of the member offering resolutions and the second thereto, shall be entered on the minutes.

JJ. Preparation of Agenda.

1. The Clerk of the Legislature shall prepare all agendas in conjunction with the Chairman of the Legislature and the Legislative Attorney. All items to be placed on the agenda must be filed with the Clerk of the Legislature on Friday, 10 days prior to the regular meeting. The Clerk of the Legislature shall stamp all items with date of submission to the Clerk of the Legislature. At special meetings, the Clerk of the Legislature shall place on the desk of each Legislator a copy of the agenda prior to the meetings. All minutes of regular, and special and/or specific resolutions shall be provided by the Clerk upon request.

2. Only those items that have been recommended by a standing committee of the Legislature for action by the full Legislature shall be included on the agenda.

3. The Clerk shall provide on each Legislator's desk at each meeting of the full Legislature a copy of the minutes of the meeting of each committee which has met prior to a meeting of the full Legislature.

4. The Clerk of the Legislature shall mail or transmit electronically to each Legislator an agenda on Thursday prior to the regular meetings of the full Legislature, showing the title of each resolution. Upon mailing or electronically transmitting a copy of the agenda to each Legislator or placing a copy of the agenda for a special meeting on the desk of each Legislator, the Clerk of the Legislature shall place on the desks of the Majority and Minority Leaders of the Legislature a copy of each resolution whose title appears on the agenda.

KK. The Legislature by two-thirds vote of all Legislators may, at any time after seven (7) days' notice accompanied by a written copy of the proposed amendment, amend its rules, unless otherwise required by law.

LL. The Legislature may suspend its rules only by adoption of a motion supported by two-thirds of the Legislature at any Regular or Special Meeting, unless its rules or applicable law provide otherwise.

MM. Nothing herein shall be deemed to authorize the delegation of any power, duties or responsibilities of the Legislature or any other officer, except as otherwise expressly authorized by the Chemung County Charter, a resolution adopted by the Legislature, or applicable law.

NN. In the absence of the Chairman of the Legislature, the Vice-Chairman shall assume all of the duties, rights, and responsibilities of the Chairman as more particularly set forth in the Laws of the State of New York and these Rules.

RULE IV

DESIGNATION OF MAJORITY AND MINORITY LEADERS

The political parties having the largest and next to the largest membership represented on the County Legislature shall elect from among their members a leader for a term for which the members of the County Legislature were elected. The leader of the political party having the greatest membership on the Legislature shall be known as the majority leader, and the leader of the political party having the next greatest membership on the Legislature shall be known as the minority leader. The Chairman of the Legislature is to be notified in writing signed by the membership of the election of a majority and minority leader on or before February 1 of the first year of the four-year term for each newly elected Legislature.

RULE V

RULES OF A PUBLIC HEARING

- A. The Hearing Officer, unless otherwise designated, shall be the Legislative Attorney.
- B. The Hearing Officer shall decide all questions of procedure arising during the Public Hearing.
- C. The Members of the County Legislature shall not participate in the Public Hearing.
- D. The Hearing Officer shall maintain order at all times during the Public Hearing and shall have the right to order a person removed if such person becomes disorderly.
- E. All persons desiring to speak shall speak for a period not exceeding five (5) minutes, and shall be limited to the subject matter of the Public Hearing as contained in the Legal Notice thereof.
- F. All persons desiring to speak shall first be recognized by the Hearing Officer, and then must state his name, address, and whether or not he is a resident or taxpayer of Chemung County, and whether or not he is acting in a representative capacity and if so, the name of the person, firm, organization, or other entity he is representing.
- G. No person shall speak more than once.

RULE VI

ATTENDANCE AT MEETINGS

- A. Any member of the County Legislature who is absent for three (3) Legislative Meetings during any year shall be penalized \$100.00 and \$50.00 for each meeting from which he is absent thereafter, unless such absences are for valid reasons excused by a majority vote of the Legislature
- B. The Clerk of the Legislature, upon request of the members present at a meeting, when a quorum is not present, shall notify absent members in the manner specified for calling special meetings that an adjourned meeting will be held at the Legislative Chambers at a specified date and time. Any member absent from such adjourned meeting shall be penalized in the sum of \$50.00 unless by majority vote of the Legislature, such absence is excused.
- C. Any member of the Legislature who is absent from three (3) regularly called committee meetings shall be penalized the sum of \$25.00 for each absence thereafter unless excused for valid reason by a majority vote of the members of such committee, at the time of the meeting.
- D. The Clerk of the County Legislature is hereby directed to keep complete attendance records for every Legislative and Committee meeting.

E. Any fines or penalties levied upon a member of the Chemung County Legislature are due and payable prior to the next regularly scheduled meeting of the Legislature and shall be paid to the Chemung County General Fund.

RULE VII STANDING COMMITTEES

The Rules of Order of the Legislature shall be observed by each Standing Committee so far as they may be applicable, except (a) that the rule limiting the number of times a member of the Committee may speak shall not apply, and (b) that only members of the Legislature, the Legislature's staff, the County Executive, Deputy County Executive, and Chemung County department heads or their representatives may speak during any committee meeting.

A. Regular and Special Meetings of the Committees.

Regular meetings of each Standing Committee shall be held the fourth Monday of each month at 7:00 p.m., except that the Budget Committee meeting shall be held the first Monday of each month at 7:00 p.m. Special, adjourned or recessed meetings of these committees may be held at the discretion of the Chairman of the Legislature, or on request of a majority of the committee members. Members of each committee shall be notified by the Clerk of the Legislature in the same manner provided for notifying members of the same category of meetings of the Legislature. A simple majority of members of any committee shall constitute a quorum.

Special Committees, being constituted for a particular and generally a temporary purpose, shall be organized and shall meet as specified in the resolution authorizing each. In the absence of such specification, the members by majority vote at the first or organizational meeting of a Special Committee may decide how often and where to meet.

B. Committee Vacancies.

In the event of a vacancy on any committee of the Legislature, a member shall be appointed to fill the vacancy in the same manner as the original member was appointed.

C. Services Provided to Legislative Committees.

In order to guide the work of each committee efficiently and effectively, each committee chairman may request of the Chairman of the Legislature, and will receive, subject to the approval of the Chairman of the Legislature, from the office of the Clerk of the Legislature the services, assistance and information the Chairman of the Legislature deems essential to the operations of the committee.

These services may include, but are not limited to, secretarial and recording facilities, minutes of meetings and action taken, correspondence, reports, research assistance, consulting and engineering services, and special inquiries or investigations. Requests to the Executive Branch will be routed through the Chairman of the Legislature and subject to his approval, who will also monitor compliance with the request. This procedure will be followed by committees desiring the counsel of or testimony from any official, department head or employee of the County of Chemung. The same procedure will be followed regarding any special service, reports, or other data from any department or unit of the County of Chemung. Assistance or counsel from elective officials, e.g., the County Clerk, District Attorney, or Sheriff, will be relayed directly to the subject official by the Chairman of the Legislature.

The Attorney for the Legislature shall be contacted directly by Chairman of the Legislature to secure such legal and other appropriate service as is required by any committee, including drafting of resolutions to be presented to the Legislature, provided such service does not conflict with the Legislative Attorney's lawful duties and responsibilities to the Legislature.

Any needed or desired special service from consultants, technicians and other specialists not in the regular employ of the County must be authorized by the Legislature in advance. The Chairman of the Legislature will coordinate any and all such special services.

D. Standing Committees of the Legislature and Their Functions.

The Standing Committees of the Legislature shall be created by approved resolution of the Legislature for the purpose of aiding or assisting the Legislature with transaction of its business. Standing Committees will be composed of such number of Legislators as determined by these rules and appointed by the Chairman of the Legislature for a term to be determined by the Chairman of the Legislature, but in no event beyond the current term of the Legislature.

The Chairman of the Legislature shall serve *ex-officio*, with no voting rights, on all Standing Committees. The Chairman of the Legislature shall serve as chairman of any committee in the absence of the chairman of that committee with all the rights and privileges of the chairman of the committee, including the right to vote. All appointments to Standing Committees shall be filed with the Clerk of the Legislature. Standing Committees may be concerned with any area or activity of concern to the County, County government or its residents. A Standing Committee will be organized with a Chairman appointed by the Chairman of the Legislature. Anything to the contrary herein notwithstanding, the Chairman of the Legislature shall serve as Chairman of the Budget Committee. Each Standing Committee once established will continue until such Standing Committee is terminated by a resolution of the Legislature adopted by two-thirds of its members.

No Legislator may be appointed as Chairman of more than one (1) Standing Committee.

The area of concern and jurisdiction shall be established by resolution of the Legislature with all other rights, prerogatives and privileges of a Committee implicit.

E. Special Committees of the Legislature and Their Functions.

Special Committees of the Legislature may be created by resolution of the Legislature for the purpose of aiding or assisting the Legislature in the transaction of its business subject to the Legislature's approval. Members shall be assigned to Special Committees by the Chairman of the Legislature, except when the Chairman of the Legislature is not of the political party to which a majority of the members belong, in which case the member designated majority leader shall assign members to Special Committees, subject to the Legislature's approval with terms to be decided by the Legislature. Special Committees are to be concerned with only one specific and definite purpose. A Special Committee will be organized with a Chairman appointed by the Chairman of the Legislature and appropriately establish its own regular meeting dates. The Special Committee will be established for a limited duration to either a specific date or until completion of the specific purpose of its establishment.

F. Citizens' Advisory Committees, Commissions and Boards.

The Legislature may appoint by resolution for its own purposes Citizens' Advisory Committees, Commissions and Boards. These bodies are to serve the Legislature in its functions, and are not to be confused with, or overlap, those boards and committees associated with the Executive Branch and appointed by the County Executive with Legislative confirmation, the principal duties of which are specified in the Charter. They will be composed of such number of private citizen residents as the Legislature will appoint and may include members of the Legislature, provided, however, that all members will have equal powers thereon. In accordance with County Law, the Chairman of the Legislature may attend meetings of boards and commissions appointed by the Legislature but may not vote thereon.

A Citizens' advisory body will be organized with a Chairman, Vice Chairman, Secretary and such other officers as the Legislature or such body shall establish. The members of the Citizens' body shall set its own schedule of meetings.

A Citizens' body will be established for a limited duration to either a specific date or until completion of the specific purpose for its establishment.

G. Committee Chairman Duties, Responsibilities, Functions and Relationships.

The basic duties and responsibilities of a committee chairman may include, but not by way of limitation, the following:

1. To conduct committee meetings to analyze problems before the committee, including scope and objectives and to determine the plan of action for fulfilling the assignment.

2. To conduct committee meetings to: review, discuss, analyze and evaluate the material and elicit the opinions and experiences of members of the committee.
3. To obtain recommendations and suggestions from committee members for revising the material to apply to the specific problem as it affects the County.
4. To submit the final committee report to the Legislature for consideration and action.
5. To speak for the committee to the Legislature, in caucus or wherever such speaking is required.
6. To discuss with other Legislators problems in their district that might require attention at the County level and are within the jurisdiction of their committee.
7. To review with other Legislators proposals which relate to their particular district or constituents.
8. To obtain from other Legislators the benefit of their experience and knowledge of a problem under study.
9. To keep the Chairman of the Legislature advised on the committee's work.
10. To receive policy information as applied to the Committee's affairs.
11. To provide the Majority and Minority Leaders with information, reports, and recommendations which contribute to the Legislature's legislative program within the committee's area of concern and jurisdiction.

The following Standing Committees be and the same are hereby established and created as advisory committees to the Legislature and shall have the powers and duties and functions as follows:

A. AVIATION COMMITTEE

The functions of the Standing Committee on Aviation shall, but not by way of limitation, include the following:

1. To review and monitor on behalf of the Legislature activities, functions, and compliance with policy and procedures by the Department of Aviation and to report to and recommend action by the Legislature.

2. To initiate and recommend legislative policy, including provisions for compliance through legislative oversight for all the aviation facilities and programs upon the Legislature's request or on its own initiative and to present its recommendations for the Legislature's action thereon.

3. This committee shall have no less than five (5) nor more than seven (7) members appointed by the Chairman of the Legislature.

B. BUDGET COMMITTEE

The functions of the Standing Committee on Budget shall, but not by way of limitation include the following:

1. To review and monitor on behalf of the Legislature all financial activities and functions as related to program content and performance for compliance with legislative intent as incorporated in the budget; especially funds appropriated in the budget for a specified program purpose and the extent to which this was accomplished within initial and supplemental budget requests compared to initially anticipated performance and established standards.

2. To review and monitor on behalf of the Legislature compliance with Legislative policy and procedures all County government departments, including but not limited to the Office of the Chemung County Treasurer, the Chemung County Office of Real Property Tax Services, and the Chemung County Purchasing/Central Services Department, agencies and units as well as advisory citizen boards and commissions rendering physical services for the wellbeing or convenience of the County or its residents.

3. To review the proposed budget and make recommendations to the Legislature.

4. To review and recommend to the Legislature necessary action on tax levy matters.

5. To study and make recommendations to the Legislature on the County's purchasing policy and to monitor the Legislature's intent in this activity.

6. To review and make recommendations to the Legislature on both the County Executive's actions and recommendations for further action on appropriation transfers, deficiency appropriations and supplemental appropriations.

7. To review, establish and recommend to the Legislature the County's capital program and projects, investment types and terms, use of surplus or general funds and authorization and issuance of County Debt obligations.

8. To review for adequacy the County Executive's recommended insurance coverage and policies.

9. To review and recommend to the Legislature matters on assessment, equalization and taxation.

10. This Committee shall have no less than five (5) nor more than seven (7) members appointed by the Chairman of the Legislature.

C. BUILDINGS AND GROUNDS COMMITTEE

The functions of the Standing Committee on Buildings and Grounds shall, but not by way of limitation, include the following:

1. To review and monitor on behalf of the Legislature activities, functions, and compliance with policy and procedure regarding the general care and control of the real and personal property of the County.

2. To exercise Legislative oversight for compliance with Legislative intent policy and procedure on all County government departments, including but not limited to the Department of Buildings and Grounds, Chemung County Information Systems, the Chemung County Soil and Water Conservation District, and the Newtown-Hoffman Creeks Watershed, agencies and units as well as advisory citizen boards and commissions rendering physical services for the wellbeing or convenience of the County or its residents.

3. To represent the Legislature on all matters of concern to the above County governmental units or departments and to make reports with recommendations thereon to the Legislature.

4. This committee shall have no less than five (5) nor more than seven (7) members appointed by the Chairman of the Legislature.

D. CORRECTIONS AND LAW ENFORCEMENT COMMITTEE

The functions of the Standing Committee on Corrections and Law Enforcement shall, but not by way of limitation, include the following:

1. To review and monitor on behalf of the Legislature activities, functions and compliance with policy and procedure by the Office of the Chemung County Sheriff and the Chemung County Jail and on all the activities, functions and performance of the Office of the Sheriff and the Chemung County Jail, the Probation Department, the Public Defender's Office, the Public Advocate's Office, the Criminal Justice Coordinator, the District Attorney's Office, Chemung County Emergency Planner/Safety Coordinator, and the Office of Fire and Emergency Management for compliance with legislative intent.

2. To exercise legislative oversight on all contracts between the aforementioned departments on the one hand and on the other any other person, institutions or unit of government.

3. To initiate and recommend legislative policy including without limitation, provisions for compliance through legislative oversight for all the law enforcement department facilities and programs upon the Legislature's request or on its own initiative and present its recommendations for the Legislature's action thereon.

4. This committee shall have no less than five (5) nor more than seven (7) members appointed by the Chairman of the Legislature.

E. HEALTH AND HUMAN SERVICES COMMITTEE

The functions of the Standing Committee on Health and Human Services shall, but not by way of limitation, include the following:

1. To review and monitor on behalf of the Legislature activities, functions and compliance with policy and procedure by all County government departments, agencies and units as well as advisory citizen boards and commissions rendering health and welfare services for the wellbeing or convenience of the County or its residents, including the Department of Health, Board of Health, Department of Mental Hygiene, Mental Health Board, Department of Social Services, Chemung County Nursing Facility, Office for the Aging & Long Term Care, Chemung County Youth and Recreational Services, Chemung County Environmental Management Council and Chemung County Office of Veterans' Affairs.

2. To review and monitor on behalf of the Legislature all contracts between the above departments, agencies, units, boards, commissions, committees, etc. and any other person, institution or unit of government.

3. To initiate and recommend to the full Legislature policy including provision for compliance through legislative oversight for all public and environmental health facilities and programs including semi-independent agencies and special services contributing to the public and environmental health of the County and its own initiative and to present its recommendations for the Legislature's actions thereon.

4. To initiate and recommend to the full Legislature policy including provisions for compliance through legislative oversight for mental health programs and services as may be undertaken by the County government or fall within its jurisdiction.

5. To recommend to the full Legislature policy toward, and maintain contact with, voluntary or civic associations rendering health, mental health, or welfare services to residents of the County.

6. This committee shall have no less than five (5) nor more than seven (7) members appointed by the Chairman of the Legislature.

F. HIGHWAY COMMITTEE

The functions of the Standing Committee on Highway shall, but not by way of limitation, include the following:

1. To review and monitor on behalf of the Legislature activities, functions and compliance with policy and procedure on the Department of Public Works and on all the activities, functions and performance of said Department of Public Works, for compliance with legislative intent.

2. To review and monitor on behalf of the Legislature all contracts with any other persons, institutions or units of government affecting the Department of Public Works and the Chemung County Highway Advisory Board.

3. To initiate and recommend to the full Legislature policy including provision for compliance through legislative oversight for all the public works facilities and programs upon the Legislature's request or on its own initiative and present its recommendations for the Legislature's actions thereon.

4. This committee shall have no less than five (5) nor more than seven (7) members appointed by the Chairman of the Legislature.

G. MULTI-SERVICES COMMITTEE

The functions of the Standing Committee on Multi-Services shall, but not by way of limitation, include the following:

1. To review and monitor on behalf of the Legislature activities, functions and compliance with policy and procedure on all County government departments, including but not limited to the Office of the County Clerk, Chemung County Department of Public Information & Records, the Chemung County Elmira Sewer District and Chemung County Sewer District No. 1, Board of Elections, Chemung County Planning Department, Chemung County Transit System, Chemung County Weights & Measures, agencies and units as well as advisory citizen boards and commissions excepting those duties already assigned to any other committee of the Legislature.

2. To review and monitor all contracts between the aforesaid offices, agencies, units, boards, commissions, associations, etc., and any person, institution or unit of government.

3. To initiate and recommend to the full Legislature policy including provisions for compliance through legislative oversight for services performed by the County government or for the county by other local jurisdictions within the County.

4. To advise upon and recommend action required by the Legislature concerning the relationship of County government to said agencies.

5. To initiate and recommend to the full Legislature policy including provisions for compliance through legislative oversight on activities concerning services sponsored by the County government or supported by County funds.

6. To recommend to the full Legislature policy toward other jurisdictions providing the foregoing services, and oversee legislative intent thereon.

7. To represent the Legislature upon its request in all regional and local programs for economic development.

8. This committee shall have no less than five (5) nor more than seven (7) members appointed by the Chairman of the Legislature.

H. PERSONNEL COMMITTEE

The functions of the Standing Committee on Personnel shall, but not by way of limitation include the following:

1. To review and monitor on behalf of the Legislature activities, functions and compliance with policy and procedure on the Department of Personnel including the Regional Civil Service Commission and all matters of personnel throughout County government.

2. To initiate and recommend to the full Legislature policy including provisions for compliance through legislative oversight of all matters of personnel and compensation, on request of the County Executive.

3. To recommend personnel policies such as privileges and benefits, rules for transfer, reclassification, promotion, and other pertinent data for the information and guidance of all County employees and present same for Legislature's action.

4. To review and recommend to the full Legislature any Classification Plan, Grading Plan, or Salary Plan for all County employees upon the Legislature's request or its own initiative.

5. To recommend to the full Legislature such legislative action as is required to implement agreements reached through collective negotiations with County employee organizations.

6. This committee shall have no less than five (5) nor more than seven (7) members appointed by the Chairman of the Legislature.

RULE VIII

REVIEW OF RULES OF THE LEGISLATURE

The Chairman of the Legislature may appoint a special committee to review and recommend changes, if any, to these rules, for the consideration and action by the Chemung County Legislature. These rules may only be amended or waived by a two-thirds majority vote of the members of the Legislature.

and, be it further

RESOLVED, that Resolution 79-004, as amended, Resolution 79-005, as amended, Resolution No. 83-013, Resolution 91-041, and Resolution 95-048, be and the same hereby are rescinded; and, be it further

RESOLVED, that this Resolution shall take effect immediately upon its adoption.

STATE OF NEW YORK)
COUNTY OF CHEMUNG) SS:

THIS IS TO CERTIFY, that I the undersigned Clerk of the Chemung County Legislature, have compared the foregoing copy of resolution with the original resolution now on file in my office, and which was passed by the Chemung County Legislature on the 11th day of February 2008 a majority of all the members elected to the Legislature voting in favor thereof, and that the same is a correct and true transcript of such resolution and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the Chemung County Legislature this 13th day of February 2008.

Linda D. Palmer, Clerk
Chemung County Legislature