

PREPARING RESOLUTIONS

Objective:	To establish procedures for Department Heads to follow in obtaining Legislative action on items of County business	Policy/Procedure Number:	01-01
Reference: <i>(All Applicable Federal, State and Local Laws)</i>	Office of the Clerk of the Legislature; Rules of the Tompkins County Legislature; County Administration; County Attorney	Effective Date:	1/12/1981
		Responsible Department:	Clerk of the Legislature
		Modified Date (s):	1/29/2013
Legislative Policy Statement:	It is desirable to provide protocol to Department Heads for preparing resolutions for committee and Legislature consideration and to have non-routine resolutions reviewed by the County Administrator and/or the County Attorney.	Resolution No.:	2013-10
General Information:		Next Scheduled Review:	Jan. 2018
I. Definitions:	Non-Routine Resolutions —Resolutions that establish fees, award grants, are personnel related, etc. Routine Resolutions mean resolutions that are likely not to require discussion by the Committee or Legislature, e.g., end-of-year annual resolutions, terminal pay, budget adjustments, etc.		
II. Policy:	Each Resolution to be considered for action by a Committee of the Legislature and by the Legislature should be in the format developed by the Clerk of the Legislature, and for non-routine resolutions be accompanied by a background information memorandum.		
III. Procedure:	Committee Area of Responsibility The Legislature's Office forwards a listing showing the areas of responsibility for each standing or special Legislative committee to departments each year along with a Resolution Routing Grid. Committee Agenda Departments must submit through the meeting management software program all motions and resolutions by 5:00 p.m. one week (seven days) prior to a committee meeting to the appropriate staff person preparing the agenda with a copy to the County Administrator. Department Heads are not authorized to bring items directly before the full Legislature. All resolutions must include the SEQR (State Environmental Quality Review) action (Policy 01-33). All resolutions involving a Personnel matter shall be reviewed prior to agenda submission by the Commissioner of Personnel. Resolutions involving funding must include appropriate account numbers, amounts, and funding sources. All non-routine resolutions should be reviewed by the County Administrator and the County Attorney, or their designees prior to being placed on a committee agenda.		

Legislature Agenda

All motions and resolutions to be acted upon by the Legislature must be submitted to the Clerk of the Legislature for inclusion on the agenda one week (seven days) prior to the meeting by 5:00 p.m. The Clerk of the Legislature shall ensure that the County Attorney and County Administrator have the opportunity to review draft resolutions prior to preparation of the Legislative agenda.

Special Legislature Meeting Agenda

At special Legislative meetings, resolutions must be filed not later than 48 hours prior to the meeting. The Clerk shall prepare an agenda of the order of business for each Legislature meeting that shall contain the titles of all resolutions to be presented.