

Preparing Resolutions

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| Objective: | To establish procedures for Department Heads to follow in obtaining Legislative action on items of County business. | Policy/Procedure Number: | 08-01 |
| Reference: <i>(All applicable federal, state, and local laws)</i> | Administrative Policy 09-33 (SEQR Policy) Rules of the Tompkins County Legislature | Effective Date: | January 12, 1981 |
| 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. | Responsible Department: | Clerk of the Legislature |
| General Information: | | Modified Date (s): | January 29, 2013; June 2019 |
| | | Resolution No.: | 2019-129 |
| | | Next Scheduled Review: | June 2024 |

I. Definitions: **Resolution** - A written motion adopted by a deliberative body which reflects its position on public policy or internal administrative matters.

Non-Routine Resolutions - Resolutions that establish fees, award grants, are personnel related, etc.

Routine Resolutions - 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 full 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:

A. 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 annually accompanied by a Resolution Routing Grid.

B. Committee Agenda

1. Departments must submit through the meeting management software program all motions and resolutions by 5:00 p.m. one (1) week (seven days) prior to a committee meeting.
2. Department Heads are not authorized to bring items directly before the full Legislature.
3. All resolutions must include the SEQR (State Environmental Quality Review) action (Policy 09-33).

4. All resolutions involving a Human Resources matter shall be reviewed prior to agenda submission by the Commissioner of Human Resources.
5. Resolutions involving funding must include appropriate account numbers, amounts, and funding sources.
6. 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.

C. Legislature Agenda

1. 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 (1) week (seven days) prior to the meeting by 5:00 p.m.
2. 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, as appropriate.

D. Special Legislature Meeting Agenda

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