

RULES OF ORDER

ULSTER COUNTY LEGISLATURE

(Effective January 3, 2012)

RULE 1. RULES OF ORDER NOT SUBJECT TO EXECUTIVE APPROVAL.

The Rules of Order of the Ulster County Legislature, except where any portion or section thereof has been made part of the Charter of the County of Ulster, pertain solely to the conduct of the Ulster County Legislature. Thus, as a result and pursuant to §C-12 of the Charter (Submission of Enactments for Executive Approval; Veto and Veto Override) are not subject to County Executive approval.

RULE 2. AMENDMENT OF RULES.

The Rules shall not be rescinded, altered or amended, nor any additional Rule added thereto except by timely presentation to the Clerk of the Legislature, as and in the form of resolution, and by a majority vote of the total members of the Legislature and only after having been read at two consecutive meetings of the Legislature.

RULE 3. *RESOLUTIONS*; RULES FOR PROCEDURE FOR PRESENTATION AND CONSIDERATION.

- A. *Adoption, amendment and repeal.* The County Legislature may adopt, amend and repeal resolutions by a majority vote of the total number of its members. Each resolution shall embrace only one subject and may relate to property or any other subject of County concern not required by the Charter or applicable law to be provided by local law. Resolutions shall not be subject to referenda.
- B. *Procedure.* Except as otherwise provided in the Charter, all procedural details relating to the adoption, amendment and repeal of resolutions shall be as provided in the Administrative Code or applicable law.
- C. Rules for Procedure. Time for presentation of resolutions to the Clerk is as follows:
 - 1. All resolutions to be considered at a Regular Meeting of this County Legislature shall be filed with the Clerk of the Legislature by not later than 12:00 Noon of the Wednesday preceding the first scheduled committee meeting of the month. [Amended pursuant to Resolution No. 2 dated March 2, 2010.]
 - 2. Any exception to the requirement for filing of resolutions shall only be made by the affirmative majority of the Laws and Rules, Governmental Services Committee so long as any resolution which has a financial impact has been or is

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approved by the Ways and Means Committee prior to presentation to the Legislature. [*Amended pursuant to Resolution No. 2 dated March 2, 2010.*]

3. The Clerk of the Legislature shall furnish by mail to each County Legislator, as soon as reasonably possible after the deadline for the filing of resolutions, a complete listing of all filed resolutions, such listing to contain a brief description resume of the contents of each resolution.
4. The rules as herein noted as 1, 2, and 3, above shall govern at all times except when the Rules of Procedure or sections thereof may be suspended, such as during the holding of Annual Session or when otherwise voted upon.
5. Notwithstanding any other rules herein contained for the period of time from the close of business on the day preceding the annual session of the County Legislature, all resolutions to be considered during the Annual Session shall be presented to the Clerk and time and date-stamped at least 48 hours prior to any meeting or adjourned meeting in annual session, and shall not be considered by the County Legislature unless the consideration thereof has been approved by a majority vote of the total membership of the Laws and Rules, Governmental Services Committee. [*Amended pursuant to Resolution No. 2 dated March 2, 2010.*]

RULE 4. CONFIRMATION OF APPOINTMENTS.

A proposed appointment or proposed appointments to County office by the County Executive that require confirmation by the County Legislature under provisions of the Charter shall be presented by the County Executive to the Clerk of the Legislature in writing in sufficient time to allow the Clerk to inform the full Legislature of the proposed appointment or appointments at least two weeks prior to the Legislature's next scheduled meeting. If the Legislature fails to confirm or reject the proposed appointment or appointments by majority vote of all its elected members by the next regular meeting occurring more than 15 days after the filing of the appointment with the Clerk, the appointment or appointments shall be deemed confirmed. When an appointment is rejected by the Legislature, the appointment of the same individual for the same position may not be resubmitted by the County Executive during his or her term of office.

RULE 5. STANDING AND SPECIAL COMMITTEES OF THE LEGISLATURE.

- A. All members of Standing Committees of the Legislature shall be appointed by the permanent Chairman within twenty (20) days after his/her election or appointment, and the list of Committees shall be filed with the Clerk of the Legislature and printed in the County Directory.
- B. The Chairman of the Legislature in his/her discretion may appoint members to Special Committees, as established by the Legislature.

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- C. The Chairman of the Legislature, where he/she is empowered to do so either by resolution, Local Law, State Law, or otherwise, shall appoint a member of the majority or minority party within a Standing or Special Committee as the Chairman and shall appoint a member of the political party opposite from that of the Chairman of said Standing or Special Committee as the Deputy Chairman.

RULE 6. CHAIRMAN EX-OFFICIO MEMBER OF ALL LEGISLATIVE COMMITTEES

The Chairman shall be a member ex-officio of all legislative committees with a vote thereon. The Chairman's presence at a meeting shall be counted in determining whether a quorum is present; however, the presence of the Chairman at such meeting will not increase the number of votes necessary to pass a particular matter unless all sitting members are present. Any vacancies occurring during the year on any Standing or Special Committee of the Legislature shall be filled by the Chairman without delay. *[Amended Pursuant to Resolution No. 233 dated September 9, 2009].*

RULE 7. RULES FOR COMMITTEES.

- A. The Rules of Order of the Legislature, except Rule 10(J), shall apply to all Committee meetings.
- B. The Standing and Special committees of the Legislature shall conduct all items of their business open to the public and press, except where executive sessions are mandated or authorized under the law. Notices of all committee meetings shall be made available to the public and press by the Clerk of the Legislature, and the weekly committee meeting agendas, where available, shall be posted in a public place.
- C. An agenda of all matters before a committee shall be prepared by the Clerk of the Legislature upon request of the Chairman of a Committee.
- D. The Standing and Special committees shall keep minutes of all meetings including the date and time of meeting and committee members in attendance. The original of said minutes shall be filed with the Clerk of the Legislature as soon as possible, but not to exceed 20 business days after the next regular committee meeting, at which time the minutes shall be reviewed and accepted. The Clerk of the Legislature or his/her designee shall maintain an official record of each committee's agenda items. This official record shall include the disposition of each agenda item, including individual votes of each committee member on each item.
- E. Each committee may make such rules as may be necessary and proper to effectuate its duties so long as they do not conflict with the Rules of Order of the County Legislature.

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1. Routing Process Of A Proposed Local Law Before Adoption By The Ulster County Legislature,” as follows:

- a. Committee or Legislator originates or modifies local law. Committee approval of a local law automatically refers the law to the Laws and Rules, Governmental Services Committee. [*Amended pursuant to Resolution No. 2 dated March 2, 2010.*]
 - b. The Laws and Rules, Governmental Services Committee reviews the law for completeness and technical flaws. At this point the Laws and Rules, Governmental Services Committee does not make any recommendations on the advantages/ disadvantages of a proposed law. If the proposed law needs modifications it is sent back to the originating committee with a recommendation for changes. If minor changes are required, Laws and Rules, Governmental Services Committee will make the proposed changes in consultation with the originating committee chair or main sponsor of the proposed law. The Laws and Rules, Governmental Services Committee does not have the authority to block a proposed law before a public hearing. When the proposed law is satisfactory, the Laws and Rules, Governmental Services Committee approves the proposed law and generates a resolution for consideration by the full Legislature setting a time and date for a public hearing. [*Amended pursuant to Resolution No. 2 dated March 2, 2010.*]
 - c. Full Legislature votes on public hearing.
 - d. Public Hearing
 - e. The Laws and Rules, Governmental Services Committee considers the efficacy of proposed law considering the input from the public at the hearing. Laws & Rules may approve the proposed law for consideration by the full Legislature at a subsequent Legislature Session or may send the law back to the originating committee for further changes or reconsideration. Note that proposed changes may or may not be substantive. Substantive changes would require another public hearing. [*Amended pursuant to Resolution No. 2 dated March 2, 2010.*]
 - f. Originating committee approves the proposed law for consideration by the full Legislature at a subsequent Legislature session.
 - g. Legislature votes for proposed law, sending the law to County Executive as per Charter. [*Amended pursuant to Resolution No. 195 dated July 8, 2009.*]
- F. Committees may invite public comment on issues pending before them. In the event a committee decides to invite public comment in the form of a public hearing, such hearings shall be informational only in nature.

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- G. It shall be the duty of the members of said committees to familiarize themselves with the departments of County Government and the work entrusted to each of such committees. It shall be the duty of each of the several Standing committees to inquire into the matters submitted to them under their supervision and to report thereon to the Legislature any information which the members thereof may deem conclusive of the public good.
- H. Committees shall be limited to considering matters referred to them, but may study and/or initiate resolutions, etc., that fall within the general parameters of each committee's respective subject matter and refer same to the Legislature for action. Any matter referred by a committee to a department head for a report or study shall be laid on the committee table for one week unless a longer period is specified by the committee.
- I. All committees appointed by the Chairman shall act promptly on all matters referred to them. All resolutions and local laws referred to a committee must be acted upon within ninety (90) days or shall automatically be discharged on the 91st day and placed upon the written agenda of the next meeting of the Legislature so that the resolution or local law can be considered by the full Legislature. As to any other items before the committee, if action has not been taken within ninety (90) days, the committee minutes shall be annotated to reflect same and the reason thereof.
- J. Any final action taken by a majority vote of the members of the committee shall be included in the committee's report of its meeting and the committee's action may be subject to the approval of the Legislature by a majority vote of its total membership.
- K. No report shall be made by any committee of any subject referred to it except by a majority of the votes of the total membership of the committee unless the Legislature otherwise directs. All reports of committee shall be in writing and signed.

RULE 8. ADVISORY COMMITTEES, COMMISSIONS AND BOARDS.

Members of all citizens' committees, commissions and boards appointed pursuant to § C-11K of the Charter shall serve at the pleasure of the County Legislature. They shall serve without compensation other than for actual and necessary expenses within appropriations made therefor, unless otherwise provided by resolution of the County Legislature. The Chairman of the County Legislature shall be a member ex-officio of all such committees, commissions and boards.

RULE 9. ORGANIZATION OF THE LEGISLATURE – CHAIRMAN, MAJORITY, MINORITY LEADERS.

- A. *The organizational meeting of the County Legislature shall be conducted on or*

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before the second Tuesday of January in each year, at the time and place designated in a written notice to be given each Legislator by the Clerk of the County Legislature not later than five days prior to such meeting. In the event of a vacancy in the office of the Clerk of the County Legislature, or his or her inability or failure to act in accordance with the provisions of this section, notice shall be given by the County Clerk. In that event, the County Clerk shall determine the time and place designated in a written notice to be given by the County Clerk to each Legislator, the Executive, the Clerk of the County Legislature, and the County Attorney not later than three days prior to such meeting. Public notice to such meeting shall also be given by the County Clerk at the same time written notice is given to the public officials referenced herein.

- B. *At this organizational meeting, the members of the Legislature shall select a Chairman at the call of the Clerk of the Legislature in each year. The Chairman shall appoint members of the County Legislature to serve on such committees as are provided by the rules of such Legislature. The Clerk of the County Legislature shall preside at all meetings of the Legislature until such time as a Chairman has been designated by election or appointment. The failure to elect a Chairman or appoint committee members shall not prevent the County Legislature from transacting its ordinary business.*
- C. The Chairman within 10 days of having been elected as Chairman of the Legislature shall appoint a Vice Chairman. The Vice Chairman shall, in the absence of the Chairman, preside over each duly constituted meeting of the Legislature and have and exercise all of the powers and duties of the Chairman at any meeting over which the Vice Chairman is called to preside. The Vice Chairman, except as herein limited and/or provided, shall have and exercise those additional powers and duties as may be authorized by resolution of the Legislature, provided that such resolution shall specify the dates during which the Vice Chairman may exercise such powers and duties, and that the powers and duties authorized to the Vice Chairman shall not be exercised by the Chairman during the designated time period. The Vice Chairman shall at no time appoint a person to an office or position of employment with the County, nor appoint the Chairman or members of any committee of the Legislature, except as specifically authorized by the Legislature as provided herein. The Vice Chairman may in the absence of the Chairman from the County, or upon the Chairman's authorization, execute all agreements on behalf of the County which the Legislature authorized the Chairman to execute.
- D. *In the event of vacancy in the office of Chairman, the County Legislature shall fill that office in the manner provided by its rules. Should the County Legislature fail to select a Chairman within 30 days after that office shall become vacant for any reason, the County Executive shall appoint a member of the County Legislature to serve as Chairman for the balance of the calendar year. In the case of a vacancy in the office of Chairman, the Clerk of the Legislature shall call a meeting within the 30 day period provided for herein or above of the members of the Legislature upon like notice as provided in subdivision A herein, at which a successor who shall be a member of the Legislature shall be elected Chairman. The person so selected shall*

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serve as Chairman of the Legislature for the unexpired term of the previous Chairman. Until such time as a new Chairman is chosen, the Vice Chairman shall act in the place and stead of the Chairman, and shall have all the powers vested in the Chairman of the Legislature.

- E. Annually, the members of the two political parties, which shall have polled the largest vote in the last general election for the County, shall elect a leader of their respective parties. The leader of the political party whose membership of the Legislature constitutes a majority of the Legislature shall be known as the Majority Leader. The leader of the other political party shall be known as the Minority Leader.
- F. For the purpose of complying with the provisions of Section 200, Subdivision 1 of the County Law, in the event that neither of the members of one party nor the other constitute a majority of the members of the County Legislature, then, in said event, the Chairman of the County Legislature shall designate one party leader as the Majority Leader and the other as the Minority Leader. In all other matters, they shall be known as the Leaders of their respective parties.

RULE 10. MONTHLY AND SPECIAL MEETINGS; NOTICE; RULES OF ORDER.

A. Monthly Meetings.

- 1. *The County Legislature shall fix by rule the time and place of its regular meetings, which shall be conducted at least once each calendar month. No prior notice of such meetings shall be required. Regular sessions of the Legislature shall be held on the third Tuesday of each month in the Legislative Chambers. [Amended pursuant to Resolution No. 2 dated March 2, 2010.]*
- 2. If a regular meeting falls on a holiday or if the Chairman determines the safety and welfare of the public and members may be compromised due to inclement weather or any other emergency, said regular session shall be held on another day designated by the Chairman.
- 3. Each regular session and all adjourned sessions shall be open for the consideration of any matter which, in accordance with these rules, may be properly brought to the attention of the Legislature.

B. Special Meetings.

- 1. *Special Meetings may be conducted at such times and places and upon such conditions and notice to all members as the County Legislature by rule may provide.*
- 2. Special Meetings shall be held at the call of the Clerk of the Legislature upon the direction of the Chairman or upon the filing with the Clerk of the Legislature a written request, signed by a majority of the members of the Legislature.

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3. 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 Legislature at least forty-eight hours before the date fixed for holding the meeting or 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.
- C. Quorum. The majority of the duly constituted membership of the Legislature shall constitute a quorum for the transaction of business, but a less number may adjourn.
- D. Chairman to Secure Quorum. In the absence of a quorum during the sessions of the Legislature, the Chairman may take such measures as provided by law and he/she may deem necessary to secure the presence of a quorum.
- E. Roll Call; Minutes; Absences.
1. At any and every meeting of the Legislature, upon the members being called to order by the Chairman, the roll of members shall be called by the Clerk, and names of those absent shall be inserted in the minutes. The minutes of the preceding meeting shall then be read to the end that any corrections, alterations, or additions may be made. In all cases when an order, resolution or motion shall be entered in the minutes of the Legislature, the name of the member presenting or moving the same shall be entered.
 2. Any member wishing to leave session before the Legislature's session is adjourned, shall notify the Deputy Clerk before leaving for the remainder of the session, with departure time noted in the minutes.
- F. Order of Business. The Order of Business of each session shall be as follows, except the Chairman, at his/her discretion, may change the Order of Business at any session:
1. Calling the roll of members for the session by the Clerk.
 2. Reading the minutes of the proceedings of the preceding meeting.
 3. Presentation of Communications.
 4. Reports of Standing and/or Special Committees.
 5. Reports of County Officers.
 6. Privilege of the Floor.
 7. Public Comment.
 8. Presentation of Motions, Resolutions and Notices.
 9. Unfinished or Other Business.
 10. Announcements from the Chair.
 11. Special order of the day.
 12. Announcements of Committee Meetings.
 13. Memorial Resolutions for Adjournment.

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14. Adjournment.

G. Decorum.

1. The Chairman shall take the chair promptly at the hour specified for the convening of the Legislature and shall preserve order and decorum. In debate, he/she shall prevent personal reflections and confine members to the questions under discussion. The Chairman shall decide all questions of order, which decisions shall be final, unless an appeal is taken to the Legislature and sustained.
2. The Chairman, in the absence of the Vice Chairman at a meeting, may call any other member to take his/her place in the chair. This presiding officer may call any other member to take his/her place in the chair. This substitution shall not extend beyond adjournment.
3. Any Legislator who engages in personal attacks upon the character of any other member of the Legislature shall yield the floor at the Chairman's order.

H. Appeal from the Chair's Ruling. On every appeal, the Chairman shall have the right to assign the reason(s) for his/her decision. If the question on which the appeal is taken was not debatable, the Legislature shall decide the case without debate. If debatable, no member shall speak more than once. The Chairman shall put the question: "Shall the ruling of the Chairman be sustained, and the decision of the Chair stands as the judgment of this Legislature?" In the event of a tie vote, the ruling of the Chair shall be deemed to be sustained.

I. Acting Chairman. In the absence of the Chairman and Vice Chairman from any meeting of the Legislature, the members present and voting, by a majority of the votes, shall select a member of the Legislature to serve as Acting Chairman at such meeting. The Acting Chairman shall have and exercise all the powers and duties of the Chairman at the meeting for which he/she is called to preside.

J. Privilege of the Floor. The following shall apply to privilege of the floor:

1. No person shall be entitled to the privilege of the floor during the session of the Legislature, unless permission has been granted by the Chairman 48-hours prior to the meeting, by written request, except during that part of the agenda reserved for public comment at the commencement of each regular meeting.
2. Any person, who either digresses from the subject matter concerning which he/she has been granted permission to address the Legislature, or engages in a personal attack upon the character of any member of the Legislature, shall immediately be deemed to have yielded the floor to the Chairman and shall be precluded from continuing his/her address to the Legislature.

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3. Any person who has engaged in personal attacks upon the character of any member of the Legislature shall thereafter at the discretion of the Chair be denied the privilege of the floor, for a period of not less than six months, or more than 24 months.
 4. That the agenda of regular monthly meetings of the Ulster County Legislature shall include a period not to exceed 30 minutes for public comments, whereas any citizen of Ulster County shall be afforded opportunity to address the Legislature, for a maximum period of five minutes per person, upon recognition by the Chairman, said recognition to be afforded in the order the requests therefore were made, where practicable. The Chairman shall have the authority to extend the public comment period.
- K. Member Not to Speak or Leave His/Her Place. While the Chairman is putting a question, or while the roll is being called, no member shall speak or leave his/her place. The Chairman shall allow opportunity for debate before the roll is called. Each member may speak as he/she votes.
- L. Priority of Business. All questions relative to priority of business shall be decided by the Chairman without debate, and his/her decision shall be final, unless reversed by a majority of the votes of the Legislature.
- M. Limitation of Time of Speech. No member shall speak more than five minutes at any one time, nor more than twice on the same question unless the so-allocated available remaining portion of speaking time of another member is transferred to such member. Each member may transfer his or her allocated speaking time once for a total of two minutes on any one resolution or amendment. On a long roll call each member may speak up to two minutes to explain their vote on a debatable or amendable motion, but such speaking time shall not be passed to another member.
- N. Majority Vote.
1. A majority of the total of the Legislature shall be necessary to carry any question, proposition, resolution, motion or any other matter, except where it is otherwise provided herein or by statute that a two-thirds vote or a unanimous vote is required.
 2. When the Legislature shall be equally divided on any question, including the Chairman's vote, the question shall be deemed lost, except as provided by Rule 10 (H).
- O. Recording of Vote. Votes shall be recorded as follows:
1. Any member shall have the right to have his/her vote recorded and entered upon the minutes at his/her request, without explanation, and without requiring the ayes and noes to be called.

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2. On roll call, the ayes, noes and abstentions shall be taken on any questions whenever so required by law, or by any member, and whenever so taken shall be entered in the proceedings of the Legislature, and the Clerk shall record the names of the members and the way each shall have respectively voted.
- P. Borrowing Money. The ayes and noes shall be taken on all resolutions or other proceedings involving the granting of authority to borrow money and such other resolutions and proceedings as the statute requires.
- Q. Vote on Distinct Propositions. If the question in debate contains several propositions, the same shall be divided by the Chairman at the request of any member, to the end that a vote may be taken on each proposition, but a motion to strike out and insert shall be deemed indivisible.
- R. When a Member may be Excused from Voting. Every member who shall be in the Legislative Chamber when a question is stated by the Chairman shall vote. A member may be excused from voting on a question in which he/she has a direct personal or pecuniary interest not common to other members of the Legislature. The member must state his/her connection with the question.
- S. Speaker to be Recognized by Chair. No member wishing to speak shall proceed until he/she shall have addressed the Chairman from his/her place and shall have been recognized by the Chairman.
- T. Suspension of Rules by 2/3 Consent. These rules of order may at any time during the session be suspended by a 2/3 consent of all members of the Legislature present; however, the member making application for such suspension must state the purpose for which the same is asked.
- U. Presentation of a Motion. When a question shall be under consideration, no motion shall be received except as herein specified, which motions, termed subsidiary motions shall have precedence in the order named, to wit:
1. For an adjournment of the Legislature.
 2. A 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 day.
 7. To go immediately into a Committee of the Whole on the pending subject.
 8. To recess.
 9. To commit to a Standing Committee.
 10. To commit to a Special Committee.
 11. To amend.

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- V. Committee of the Whole.
1. The Legislature may, at any time when in session, resolve itself into a Committee of the Whole on any subject before it, and in such case, the Chairman shall name some member to preside.
 2. If at any time in Committee of the Whole, it is ascertained that there is no quorum, the Chairman shall immediately report the fact to the Chairman of the Legislature and adjournment of the Committee of the Whole shall be in order.
- W. Withdrawal of Resolution or Motion. Any resolution or motion offered by a member may be withdrawn by the member presenting it at any time before an announcement by the Chairman of the vote thereon or before an amendment to such resolution or motion has been adopted.
- X. Motions Not Amendable or Debatable. All motions for an adjournment, for a recess, for the previous questions, or to lay on the table, shall be neither amended nor debated.
- Y. Previous Questions and Amendments Thereto. The “previous question” shall be as follows: “Shall the main question now be put?” and until it is decided, shall preclude all amendments and debates. When the Legislature shall order the previous question and amendments are pending, the question shall first be taken upon such amendments in reverse order, and then upon the main question without further debate or amendment.
- Z. Motions for Reconsideration. A motion for reconsideration shall not be in order unless made on the same day, or the session day next succeeding that on which the action proposed to be reconsidered took place. A motion to reconsider must be made by a member who voted with the prevailing side on the action proposed to be reconsidered. When a motion to reconsider has been debated, it shall not again be submitted to the Legislature without unanimous consent.
- AA. Motion to Rescind. A motion to rescind can only be entertained when moved by a member who voted with the majority in the action which it is proposed to rescind, and requires the affirmative vote of two-thirds of the total members of the Legislature.
- BB. All Points of Order not Covered by These Rules. On all points of order not covered by these rules of order of this Legislature, the most current Robert’s Rules of Order shall prevail. In the event that a point of order shall arise which shall not be covered by either the Rules of the Legislature or by the most current Robert’s Rules of Order, the Rules of the New York State Assembly shall be followed.

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RULE 11. CLERK OF THE LEGISLATURE; DUTIES.

- A. *A Clerk of the County Legislature shall be appointed by the Chairman of the County Legislature at its organizational meeting, or at an adjourned meeting thereof, in the manner provided by its rules. The Clerk shall be and remain an elector of the County, and he or she shall serve at the pleasure of the Legislative Chairman and until his or her successor shall be appointed and shall qualify. A vacancy in the office of Clerk shall be filled by appointment of the Chairman. The Chairman may appoint such Deputy Clerks and employees as the Legislature may require.*
- B. The Clerk of the Legislature shall make up the agenda including all items received by him/her pursuant to these rules.
- C. All local laws, resolutions, reports and other matters proposed and to be placed upon the agenda for a regular or special meeting of the Legislature shall be submitted to the Clerk of the Legislature in the time and set forth herein under Rule 3 (C).
- D. In making up the agenda, the Clerk of the Legislature shall group items in the following order unless otherwise directed by the Legislature:
1. Public comment session
 2. Unfinished business
 3. Communications from governmental officials, departments and agencies
 4. Notices and petitions
 5. Reports of standing committees
 6. Reports of special committees
 7. Special orders
 8. Motions and resolutions
- E. The agendas shall be numbered consecutively each year and shall have the items thereon separately numbered beginning with number one (1) for each agenda and continuing consecutively through to the last number and shall contain the title of each item.
- F. The Clerk of the Legislature shall furnish to each County Legislator, the County Executive, the County Attorney, Legislative and Minority Counsel, and post on the County web site, as soon as reasonably possible after the deadline for the filing of resolutions, a complete listing of all filed resolutions, and such listing to contain a brief description resume of the contents of each resolution.
- G. A list of unfinished business, special orders to be acted upon by the Legislature and the agenda for the next regular meeting of the Board and a schedule of all committee meetings shall be kept posted by the Clerk.

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- H. The Clerk shall also perform such functions as may be directed by the Chairman of the Legislature or the Legislative body.