

**MINUTES**  
**CAYUGA COUNTY LEGISLATURE**  
**REORGANIZATION MEETING**  
**Tuesday, January 3, 2023 at 5:30PM**  
**Live Link: <https://youtu.be/hzSVtA5t5og>**

**CALL TO ORDER:** Sheila Smith, Clerk of the Legislature called the meeting to order at 5:30PM

**PLEDGE OF ALLEGIANCE:**

**MOMENT OF PRAYER:**

**ROLL CALL:** Amanda Morgan, Deputy Clerk of the Legislature, all legislators present

**THE CLERK OF THE LEGISLATURE WILL CALL FOR NOMINATIONS FOR LEGISLATIVE CHAIRPERSON**

**Motion by Basile to nominate Gould as Chairperson, 2<sup>nd</sup> by Strong, all in favor.**

County Clerk Susan Dwyer, will administer the Oath of Office.

**THE CHAIRPERSON WILL CALL FOR NOMINATIONS FOR LEGISLATIVE VICE CHAIRPERSON.**

**Motion by Petrus to nominate Basile as Vice Chairperson, 2<sup>nd</sup> by Shea, all in favor.**

County Clerk Susan Dwyer, will administer the Oath of Office

**THE CHAIRPERSON WILL ASK FOR A MOTION TO ADOPT THE CAYUGA COUNTY LEGISLATURE RULES OF ORDER. (Attached)**

**RESOLUTION NO. 01-23                      1-3-23                      COA LEG Adopt Rules of Order**  
**ADOPTING THE CAYUGA COUNTY LEGISLATURE RULES OF ORDER**

BY:     Hon. Chris Petrus, Chair, Government Operations Committee  
         Cayuga County Legislature

WHEREAS, the Cayuga County Legislature’s Rules of Order (“Rules”) provide a framework under which the Legislature operates; and

WHEREAS, Cayuga County Rules of Order must be adopted at the reorganizational meeting; now, therefore be it RESOLVED, that the Cayuga County Legislature hereby adopts the Rules of Order as the same are attached hereto.

**Motion by Dennison, 2<sup>nd</sup> by Strong, all in favor.**

**RULES OF ORDER – CAYUGA COUNTY LEGISLATURE**

**Major Sections:**

<b>I – Definitions and Terms.....</b>	<b>1</b>
<b>II – Meetings of the Legislature.....</b>	<b>3</b>
<b>III – Committees .....</b>	<b>6</b>
<b>IV – Rules of Order .....</b>	<b>8</b>
<b>V – Ethics.....</b>	<b>11</b>

**I – DEFINITIONS AND TERMS**

**Chair**<sup>1</sup>: Unless otherwise stated, the term “Chair” shall, in the event of the Chair’s inability to act, death, resignation, or absence, be substituted with “Vice-Chair” in each instance until such time as the Chair’s disability is removed, a successor is elected, or the Chair returns, as the case may be.

**Conflict of Interest:** A real or perceived incompatibility between one’s private interests and one’s public or fiduciary duty.<sup>2</sup>

**Vice-Chair:** Unless otherwise stated, the term “Vice-Chair” shall, in the event of the Vice-Chair’s inability to act, death, resignation, or absence, be substituted with “Chair of the Judicial & Public Safety Committee” in each instance until such time as the Vice-Chair’s disability is removed, a successor is elected, or the Vice-Chair returns, as the case may be.

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<sup>1</sup> Local Law 2 of 1994 established the position of Chair of the County Legislature and indicated that the position should be referred to as “Chair”

<sup>2</sup> General Municipal Law §800 et seq.

**Emergency:** Unless otherwise stated, the term “Emergency” shall be defined as a situation, which may result in harm to person or property, or cause the County significant operational difficulty, or significant potential expense if corrective action is postponed until a meeting of the Legislature may be assembled.

**Majority:** Unless otherwise stated, the term “majority” shall mean a majority of the weighted votes of the Legislature when used in Section II, Meetings of the Legislature.

Unless otherwise stated, the term “majority” shall mean a majority of the assigned members present when used in Section III, Committees.

**Majority Caucus:** Majority Caucus shall mean a subset of the Legislature predominantly comprised of the same political party who, when taken as a whole, constitute the largest number of weighted votes of the Legislative body. The weighted vote of any member of the Legislature not sharing the predominant political affiliation of the Majority Caucus shall be included in determining the size of the Majority Caucus upon agreement of those members sharing political affiliation and the member requesting inclusion in the Majority Caucus.

**Majority Leader:** The Majority Leader shall be a member of the Majority Caucus selected by the members thereof to fulfill the duties of such position as may be prescribed by law, resolution, or these Rules of Order. The selection of Majority Leader shall not be subject to a vote of the Legislature and shall be made at the Organizational Meeting. The Majority Leader shall serve in such capacity until a successor is selected.

**Minority Caucus:** Minority Caucus shall mean a subset of members of the Legislature, predominantly comprised of the same political party who, when taken as a whole, constitute the second largest weighted number of weighted votes of Legislative body. The weighted vote any member of the Legislature not sharing the predominant political affiliation of the Minority Caucus shall be included in determining the size of the Minority Caucus upon agreement of those members sharing political affiliation and the member for inclusion in the Minority Caucus.

**Minority Leader:** The Minority Leader shall be a member of the Minority Caucus selected by the members thereof to fulfill the duties of such position as may be proscribed by law, resolution, or these Rules of Order. There may only be one (1) Minority Leader of the Legislature. The selection of Minority Leader shall not be subject to a vote of the Legislature and shall be made at the Organizational Meeting. The Minority Leader shall serve in such capacity until a successor is selected.

**Notice:** Unless otherwise stated, the term “Notice” shall be defined to mean written notice personally delivered or sent by e-mail and by U.S. Postal Service to each member at each member’s last known Post Office address.

**Quorum:** Unless otherwise stated, the term “quorum” shall mean the number of Legislators carrying such weighted vote as to constitute more than one-half of the total weighted votes when in Section II, Meetings of the Legislature.

Unless otherwise stated, the term “quorum” shall mean one more than half of the total members assigned to a committee when used in Section III, Committees.

**Recess:** A break from the meeting’s agenda with the intention of re-convening and returning to the agenda at a time later in the same day.

**Weighted Vote, Simple Majority:** Each member of the Legislature shall carry the following number of votes when a simple majority is required, based on the Legislator’s district:

District 1:	53
District 2:	75
District 3:	65
District 4:	51
District 5:	62
District 6:	86
District 7:	68
District 8:	61
District 9:	67
District 10:	49
District 11:	52
District 12:	47
District 13:	48
District 14:	48
District 15:	51

**Weighted Vote, 2/3 Majority:** Each member of the Legislature shall carry the following number of votes when a 2/3 majority is required, based on the Legislator’s district:

District 1:	15
District 2:	21
District 3:	18
District 4:	15
District 5:	17
District 6:	22
District 7:	19
District 8:	17
District 9:	19
District 10:	14
District 11:	15
District 12:	14

District 13: 14  
District 14: 14  
District 15: 15

## **II - MEETINGS OF THE LEGISLATURE**

The following shall apply to the County Legislature and shall supersede any previous rules to the contrary.

**RULE NO. 1: REGULAR MEETING** - There shall be only one (1) regular meeting per month of the County Legislature. The regular meeting shall be held on the fourth Tuesday of the month, except in such instances where the Chair shall otherwise order. The time of the regularly scheduled meeting shall be 6:00 PM, excepting the May meeting (Senior Citizen Day) which shall begin at 1:00 PM unless otherwise ordered by the Chair, and the October meeting (Student Government Day) which shall begin at 10:00 AM, unless otherwise ordered by the Chair. In the event a majority of Legislators vote to hold such meeting at a time different from that ordered by the Chair, the decision of the Legislature shall be final.

**RULE NO. 2: SPECIAL MEETINGS** - Special meetings shall be held at the call of the Clerk of the Legislature upon the direction of the Chair, or upon request signed by a majority of the members of the Legislature. The Clerk of the Legislature shall serve Notice of the time, place, and purpose of the special meeting at least forty-eight (48) hours before the date fixed for holding the special meeting.

**RULE NO. 3: EMERGENCY MEETINGS** - In case of an emergency, or if the facts make less notice necessary to avoid serious consequence, the Legislature, by unanimous vote of all members, may waive notice entirely. Notice of less than forty-eight (48) hours may be ordered by a majority of the Legislature. The Chair may order the most reasonable method of notice possible, such as overnight service. Upon ordering such method of notice, prompt personal contact by the Clerk of the Legislature shall also be attempted by phone or in-person.

**RULE NO. 4: HOLIDAYS** - Whenever the day fixed for a meeting shall fall on a legal holiday, or a day celebrated as a legal holiday, the Legislature shall meet on a date set by the Chair of the Legislature. In the event a majority of Legislators vote to hold such meeting at a time different from that ordered by the Chair, the decision of the Legislature shall be final.

**RULE NO. 5: ORGANIZATIONAL MEETING** – 1. The organizational meeting of the County Legislature shall be held on or before January 8<sup>th</sup> of each year. The County Legislature shall, by resolution, duly adopted in the month of December, set forth the date, time, and place of the organizational meeting.<sup>3</sup>

2. The Clerk of the Legislature shall serve upon each member a written notice stating the date, time, and place of such meeting to organize the Legislature and that a Chair will then be selected. Notice shall be sent at least forty-eight (48) hours before the date of the meeting.<sup>4</sup>

3. The Clerk shall call the members to order and the members, by a majority vote, shall select the Chair and Vice-Chair immediately following the roll call. Subsequent to the selection of the Chair and Vice-Chair, the Rules of Procedure shall be adopted by a majority of the Legislature as the next item of business.

4. In the event that a Chair is not selected on or before February first, the County Clerk shall appoint a member of the board as Chair until the end of the calendar year in which he/she is appointed.<sup>5</sup>

**RULE NO. 6: ORDER OF BUSINESS** – The order of business shall be:

1. Roll Call
2. Approval of Minutes
3. Communications and Petitions
4. Reports of Standing Committees
5. Reports of Special Committees
6. Presentation of Claims
7. Motions, Resolutions and Notices
8. Unfinished Business
9. Special Orders

**RULE NO. 7: AGENDA** – An agenda of the order of business shall be available electronically not less than five (5) days prior to the regular meeting.

**RULE NO. 8: MINUTES** – Minutes shall be taken and recorded for each meeting. Minutes shall cover all items listed on the agenda or considered by the committee. Original print minutes will be kept in the Clerk of the Legislature Office. Draft Electronic copies of the minutes will be available to the Legislature prior to the meeting. Legislators may report errors or omissions to the Clerk of the Legislature Office giving the Clerk the opportunity to do corrections before the minutes are considered at a meeting. Minutes will be approved at the next regularly scheduled committee meeting; once final approval is received they will be posted electronically for public access.

**RULE NO. 9: CLAIMS** – 1. All claims are to be itemized by name of claimant and total amount claimed<sup>6</sup>. Such shall be prepared and available for approval by the County Administrator or designee before 5:00 PM of the Second Tuesday of each month. All claims shall be presented to the Legislature by the County Administrator or designee for audit prior to the commencement of the regularly scheduled monthly meeting of the Ways and Means Committee.

2. The County Administrator or designee shall present such claims itemized by name of claimant, nature of claim, and total amount claimed. The County Administrator or designee shall indicate on the claim whether or not such claim is approved. Approved claims

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<sup>3</sup> County Law, Article 4, §151(1)

<sup>4</sup> County Law, Article 4, §151(1)

<sup>5</sup> County Law, Article 4, §151(5)

<sup>6</sup> County Law, Article 7, § 369(2)

reported by the County Administrator or designee may be passed in the aggregate, but any claim objected to shall be acted upon separately, notwithstanding the recommendation of the County Administrator or designee.

3. Upon receipt of the warrant recommending the payment of bills or claims, any Legislator may move that any specific claim shall be withdrawn from the consideration of the Legislature, and shall be considered as a claim to be presented at the next Legislative meeting.

4. If the County Administrator or designee is unavailable, the Chair of the Legislature may act in place of the Administrator.

**RULE NO. 10: RESOLUTIONS & MOTIONS** – Notwithstanding emergency resolutions, all resolutions shall be submitted in writing to each member of the Legislature, and all resolutions shall require a second before being put to vote unless the resolution has been previously signed by more than one member of the legislature, in which case a second is presumed to have been made by all signed. Upon the request of any member, any amendment to a resolution shall be put forth in writing.

2. All motions shall require a second before being put to a vote. Any motion not having a second shall be presumed defeated.

**RULE NO. 11: EMERGENCY RESOLUTIONS** – An emergency requiring the passage of a resolution by the Legislature shall be deemed to be passed by the Legislature upon the consent of the Chair of the Legislature, the Chair of Ways & Means, The Oversight Committee Chair, the Majority Leader, and the Minority Leader.<sup>7</sup>

**RULE NO. 12: ROUTINE RESOLUTIONS** – 1. Routine resolutions shall include any resolution of a recurring nature. Routine Resolutions may be grouped and acted upon by a single vote. Every Legislator has the right to request that any item so grouped be acted upon separately. Such request shall be granted without debate or vote.

2. Routine Resolutions shall be placed on the agenda with all other resolutions, except that Routine Resolutions shall be grouped together and be the first resolutions to be acted upon.

**RULE NO. 13: SPECIAL ORDERS** – Special orders shall consist of matters set down by a previous resolution of the Legislature to a certain day and shall be taken in order under Rule 6.

**RULE NO. 14: UNFINISHED BUSINESS** – All reports, resolutions, and other matters laid on the table may be brought and shall be taken in order under Rule 6.

**RULE NO. 15: ADJOURNMENT** – At evening meetings, when the hour of 11:00 PM arrives, the topic of discussion at the moment shall continue until completed and then before any new business is brought up, a vote will be taken and decided by a majority of those present whether to continue in session or adjourn until the following evening at 6:00 PM.

**RULE NO. 16: RESOLUTIONS NOT GOING THROUGH COMMITTEE** – Any member may present in accord with Section II, Rule 10, a resolution for consideration at the conclusion of Motions, Resolutions and Notices without committee consideration. When possible, such a resolution shall be provided to members in advance of the meeting but if not, it shall be presented in writing at the meeting to each Legislator and the public.

### **III – COMMITTEES**

**RULE NO. 1: STANDING COMMITTEES** - Standing Committees aid and assist the Legislature in the transaction of business. Each Standing Committee shall provide general supervision through the County Administrator of the County Departments, Agencies, Authorities, and activities set forth under each Standing Committee. The Standing Committees shall have the power to decide governmental matters relating to the several departments, subject to final approval of the Legislature.

The Standing Committees are:

- 1. Ways and Means**
  - a. Auditor
  - b. Budgets & Budget Officer
  - c. Central Purchasing
  - d. Finance
  - e. Insurance
  - f. Real Property
  - g. Salaries and Personnel
  - h. Taxes
  - i. Treasurer
- 2. Public Works Committee**
  - a. Department of Public Works
  - b. Water and Sewer Authority
  - c. Building & Fire Code Inspector
- 3. Planning and Economic Development**
  - a. Agriculture
  - b. Cayuga Economic Development Agency, Inc. (CEDA)
  - c. Cooperative Extension
  - d. Employment and Training
  - e. Energy
  - f. Environmental Management
  - g. Planning
  - h. Publicity
  - i. Soil and Water Conservation District
  - j. Tourism

<sup>7</sup> Local Law No. 2 of 2011 identifies the positions required for the passage of emergency resolutions.

- k. Water Quality Management
- 4. Health and Human Services**
- a. Animal Protection Organizations
- b. Cayuga County Action Program
- c. Health Department
- d. Mental Health
- e. Office for the Aging
- f. Social Services
- g. Youth Bureau

- 5. Government Operations**
- a. Board of Elections
- b. Cayuga Community College<sup>8</sup>
- c. Clerk of the Legislature
- d. County Administrator<sup>9</sup>
- e. County Attorney
- f. County Clerk/DMV
- g. County Legislature and Rules
- h. Education
- i. Historian
- j. Information Technology
- k. Records Retention
- l. Veterans

- 6. Judicial and Public Safety**
- a. Assigned Counsel
- b. Commissioner of Jurors
- c. Communications System (E-911)
- d. Coroner
- e. District Attorney
- f. Emergency Management Office
- g. Emergency Medical Services
- h. Fire
- i. Grand Jury
- j. Justices & Constables
- k. Probation
- l. Sheriff / Jail

**RULE NO. 2: STANDING COMMITTEE STRUCTURE** – The Standing Committees shall consist of seven (7) members. The Chair of the Legislature shall, as soon as practical after the Organizational Meeting, appoint a Chair for each Standing Committee and appoint each of its members from the members of the Legislature, except where the Legislature shall otherwise order by a majority weighted vote. The Chair of each Standing Committee, once appointed, shall select a Vice-Chair for that committee.

**RULE NO. 3: STANDING COMMITTEE MEETINGS** – 1. The Chair of a committee shall call the meeting to order upon appearance of a quorum, provided that the meeting is not called to order prior to the scheduled time of the meeting.

2. A majority of those present shall be sufficient to vote upon and pass any motion or resolution before the committee.

3. The County Rules of Order shall apply to all Committee Meetings.

**RULE NO. 4: WAYS AND MEANS COMMITTEE** – The Ways and Means Committee shall be comprised of the Chair of Ways and Means Committee, Chairs of the other Standing Committees and one at Large member of the Legislature, all to be appointed by the Chair of the Cayuga County Legislature. In the event that the Chair of one or more of the other Standing Committees is not present, then in that event the Vice-Chair of that Standing Committee may under certain conditions substitute for the absent Chair of a Standing Committee. In a situation wherein the Vice-Chair of a Standing Committee is in a position to participate and vote at the Ways and Means Committee meeting, as the result of being a Chair of another Standing Committee then in that event the Vice-Chair of a Standing committee may not so participate as a Vice-Chair of another Standing Committee. Then in that event the an individual may not participate at the Ways and Means Committee as a Vice-Chair of that Standing Committee then said Standing Committee shall be unrepresented. In the event of the absence of the Ways and Means Chair or the at large member, then said positions shall be unrepresented at the meeting. In the absence of the Chair of the Ways and Means Committee, the Vice-Chair of the Ways and Means Committee shall conduct the meeting and participate as Chair of their Standing Committee. In no circumstance, may a Vice-Chair of a Standing Committee substitute for more than one Chair of a Standing Committee or participate as a member of the Ways and Means Committee meeting if he or she is already a participating member of the Ways and Means Committee. In any possible case no legislator can have more than one vote in a Ways and Means Committee meeting.

**RULE NO. 5: COMMITTEE MINUTES** – minutes shall be taken and recorded for each meeting. Minutes shall cover all items listed on the agenda or considered by the Legislature. Original print minutes will be kept in the Clerk of the Legislature Office. Draft

<sup>8</sup> For Resolutions only. Monthly reports from the College are to be presented to the full Legislature at the regular monthly meeting.

<sup>9</sup> For Resolutions only. Monthly reports from the County Administrator are to be presented to the full Legislature at the regular monthly meeting.

Electronic copies of the minutes will be available to the Legislature prior to the meeting. Legislators may report errors or omissions to the Clerk of the Legislature Office giving the Clerk the opportunity to do corrections before the minutes are considered at a meeting. Minutes will be approved at the next regularly scheduled committee meeting; once final approval is received they will be posted electronically for public access. Committee minutes shall include a listing of the members present and the members absent, the subject matter for which the meeting was called, action taken and other pertinent information.

**RULE NO. 6: SPECIAL COMMITTEES** – The Legislature may, from time to time, create and abolish Special Committees. Any resolution creating a Special Committee shall specify the powers and duties of the committees and the number of its members. The Chair shall appoint the members of all Special Committees, except where the Legislature shall order by a weighted majority vote.

**RULE NO. 7: TERM** – Each committee member shall serve as a member of such committee until their successor is appointed.

**RULE NO. 8: REFERRAL TO COMMITTEE** – All positions, communications, reports, and motions requiring action of a committee shall be referred by the Chair, without motion, to the committee having charge of matters relating to the same.

**RULE NO. 9: ATTENDANCE** – 1. Every member of the Legislature shall have the right to attend the meetings of any committee, whether regular, special, or executive session, unless otherwise prohibited by the rules.

2. Every member of the Legislature shall inform the Clerk of the Legislature in the event that such member is unable to attend a meeting of a committee to which such member is assigned. Failure to do so shall cause such absence to be recorded as an unexcused absence.

#### **IV – RULES OF ORDER**

**RULE NO. 1: RULE MODIFICATION** – No standing rule or standing order of the Legislature shall be rescinded, suspended or changed, or any rule added thereto unless it is by Weighted Majority Vote.

**RULE NO. 2: PRECEDENCE** – When a question shall be under consideration, no action shall be received except as herein specified, which motion shall have the precedence in the order named, to wit:

1. For an adjournment of the Legislature.
2. To call a Caucus.
3. To call the question.
4. To lie on the table.
5. To postpone indefinitely.
6. To postpone to a certain day.
7. Executive session.
8. To go into a committee of the whole pending subject immediately.
9. To commit to a committee of the whole.
10. To commit to a Standing Committee
11. To commit to a special committee.
12. To amend.
13. To Reconsider.

**RULE NO. 3: PRIORITY** – 1. 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.

2. When a blank is to be filled or several sums or times are proposed the question shall first be put on the largest sum and the longest time.

**RULE NO. 4: ORDER** – The Chair shall preserve order and decorum and decide all questions of order, which decision shall be final unless an appeal is taken to the Legislature. On an appeal from the decision of the Chair, the Legislature shall have the right in their place to assign their reason for their decision. The Legislature shall also have the right to substitute any member to perform the duties of the Chair but such substitution shall not extend beyond the next adjournment.

**RULE NO. 5: RECOGNITION** – 1. A member rising to debate, to give a notice, to make a motion or report, or to present a petition or other paper shall address the Chair and shall not proceed further until recognized by the Chair.

2. When two or more members shall rise at once, the Chair shall name the member who is to speak first.

**RULE NO. 6: PERMISSION OF THE FLOOR** – 1. Persons not members of the Legislature may, with the permission of the Chair, be permitted to speak in regard to matters pending before the Legislature.

**RULE NO. 7: PRIVILEGE OF THE FLOOR** – 1. Each Legislator may request privilege of the floor on behalf of another during the portion of the meeting designated as such. Those addressing the Legislature during privilege of the floor need not be limited in subject to matters currently before the Legislature, and may speak to any topic.

2. The Chair shall have the authority to grant or deny such request, and may limit the time that a person having been granted privilege of the floor may be allowed to speak.

**RULE NO. 8: ANNOUNCEMENT** – 1. Every motion or resolution shall be first stated by the Chair or read by the Clerk before debate, and immediately after the question is put.

2. After a motion or resolution is stated it shall be in the possession of the Legislature and may be withdrawn at any time before decision or amendment.

**RULE NO. 9: DEBATE** – 1. If any member is speaking or otherwise transgresses the Rules of Order, the Chair may call the member to order, in which case the member so called to order shall immediately stop unless permitted to explain.

2. While a member is speaking, no other member shall entertain any private discourse, or pass between the member speaking and the Chair.

3. No member shall speak more than twice on the same general question, without leave of the Legislature.

4. No member shall speak more than once on any question until every member choosing to speak shall have had the opportunity to speak.

**RULE NO. 10: OBLIGATION TO VOTE:** 1. Every member who shall be present when any question is stated from the Chair shall vote thereon, unless excused by the Chair of the Legislature after presentation of a suitable excuse prior to the beginning of the roll call, or unless the member is directly interested in the question, in which case, the member shall not be allowed to vote.

2. While the Chair is putting the question, no member shall walk across or out of the room.

3. The Chair shall, in all cases, have the right to vote unless otherwise restricted under Section V, Ethics.

**RULE NO. 11: TIE** – When the Legislature is equally divided, including the Chair’s vote, the question shall be deemed to fail.

**RULE NO. 12: SEPARATING THE QUESTION** – If the question in debate contains several distinct propositions, the same shall be divided by the Chair at the request of any member, to the end that a vote may be taken on each proposition; but a motion to strike and insert shall be deemed indivisible.

**RULE NO. 13: COMMITTEE OF THE WHOLE** – In forming a committee of the whole, the Chair shall leave the chair and appoint a Chair to preside.

**RULE NO. 14: RECORDING OF VOTES** – When any proposition or question is submitted a member may ask for a yes or no vote and the same shall be recorded by the clerk, except that the Chair may ask the members how many wish to have their votes recorded so indicate.

**RULE NO. 15: VOTES NECESSARY** – 1. On the final passage of any resolution, having for its object the appropriation of any money, or the levying of any tax, the consent by Weighted Vote, Simple Majority, of the Legislators elected shall be necessary and shall be determined by recording a roll call vote.

**RULE NO. 16: ACCEPTANCE OF REPORTS** - The acceptance of a report by the Legislature shall not carry with it an appropriation without the accompaniment of a resolution to that effect.

**RULE NO. 17: CALLING FOR A RECESS** – 1. It shall be in the Chair’s sole discretion to call for a recess of the meeting. Upon calling a recess, the chair will indicate the time at which the meeting is expected to reconvene. However, the meeting will not reconvene until a majority of the legislature is present and the Chair, in his/her sole discretion; call the meeting back to order.

**RULE NO. 18: CALLING A CAUCUS** – Any member may request a caucus. Such request shall include a time to reconvene and will be granted without vote. The Chair shall reconvene the meeting at the appointed time. The caucus may be extended at the request of the Majority or Minority Leader, but only after the meeting has been reconvened.

**RULE NO. 19: RECONSIDERATION** – A vote on any resolution or motion made during the meeting of the Legislature may be reconsidered during the same meeting by and only by a motion and a second by Legislators who voted with the majority on the initial vote. A motion to reconsider requires a vote and majority support of the full body.

#### **V – ETHICS**

**RULE NO. 18: CONFLICT OF INTEREST** – 1. It is the duty of each office holder, and each office holder is primarily responsible to disclose and resolve questions concerning a conflict of interest.

2. Advisory determinations from the Board of Ethics are available to help resolve conflict questions. Such determinations are particularly useful when a question is raised early and the Board of Ethics has sufficient time to investigate the matter.

3. In the event a conflict of interest question arises and the Board of Ethics is unable to make a timely determination, any Legislator may ask the County Attorney to render a non-binding opinion, or if any member so chooses, the full Legislature may vote to decide a question of conflict of interest.

4. Every Legislator has the right to call for and vote in such proceeding. Each vote is to be considered separately.

#### **History:**

December 20, 2011 Resolution 541-11

March 27, 2012 Resolution 118-12

March 27, 2012 Resolution 119-12

February 26, 2013 Resolution 73-13

October 22, 2013 Resolution 359-13

August 26, 2014 Resolution 309-14

January 4, 2016 Amendment by motion

January 3, 2017 Amendment by motion

August 27, 2019 Resolution 280-19

January 2, 2020 Amendment by motion

#### **DESIGNATION OF MAJORITY AND MINORITY LEADERS FOR 2023**

County Clerk Susan Dwyer, will administer the Oath of Office

**Motion by Petrus to nominate Didio for Majority Leader, 2<sup>nd</sup> by Shea, all in favor.**

**Motion by Nightengale to nominate McNabb-Coleman as Minority Leader, 2<sup>nd</sup> by Daly, all in favor.**

**SWEARING IN OF NEWLY ELECTED DISTRICT ATTORNEY: By Sue Dwyer, County Clerk**

Brittany Antonacci

**SWEARING IN OF RE-ELECTED SHERIFF: BY Sue Dwyer, County Clerk**

Brian Schenck

**PRESENTATION:** re: Sheriff report on Emergency Resolution for the Domestic Terror Prevention Plan

**RESOLUTIONS**

**RESOLUTION NO. 002-23                    1-3-23                    LEG Appoint Leg Clerk**  
**REAPPOINTING SHEILA SMITH AS CLERK TO THE LEGISLATIVE BOARD OF CAYUGA COUNTY**

BY: Cayuga County Legislature

WHEREAS, New York State County Law § 475 authorizes the Cayuga County Legislature to appoint the Clerk to the Legislative Board (Position Control No.: 001650-SYS); and

WHEREAS, the Cayuga County Legislature wishes to reappoint Sheila Smith to the position of Clerk to the Legislative Board; now, therefore be it

RESOLVED, that Sheila Smith is hereby reappointed as Clerk to the Legislative Board; and be it further

RESOLVED, the salary for the position of Clerk to the Legislative Board is \$67,303; and be it further

RESOLVED, that this resolution shall take effect immediately.

**Motion by Dennison, 2<sup>nd</sup> by Basile, all in favor.**

**RESOLUTION NO. 003-23                    1-3-23                    Leg Appoint Director of Finance rev 3**  
**APPOINTING GRACE BLOWERS AS THE DIRECTOR OF FINANCE**

BY: Cayuga County Legislature

WHEREAS, Local Law No. 4 for the Year 2021, establishes the Office of the Cayuga County Director of Finance; and,

WHEREAS, Resolution 240-21 authorized the creation and filling of the position of Director of Finance; and,

WHEREAS, Resolution No. 269-21 appointed the Director of Finance for a three (3) year term effective 10/1/21 through 9/3/2024; and,

WHEREAS, the position of Director of Finance is vacant due to a resignation; and,

WHEREAS, Resolution No. 344-22 authorized the creation of a search and hiring committee to recruit and recommend candidates to fill the position of Director of Finance; and,

WHEREAS, the search committee interviewed several candidates for the position and recommends to the Cayuga County Legislature that it hire Grace Blowers for the position of Director of Finance; and,

WHEREAS, the Civil Service Commission has previously approved Grace Blowers' qualifications for holding the position of Director of Finance; now therefore be it

RESOLVED, that Grace Blowers be appointed as the Director of Finance, to fill out the balance of the term which ends on 9/30/2024; and be it further

RESOLVED, that the position of Director of Finance is set as Grade 8 in the Cayuga County Compensation Plan, Part IV, Non-bargaining Employees, and the starting annual salary for this position is set at \$103,023, with annual increases of 1.5% commencing on each anniversary through the term of this appointment, and be it further

RESOLVED, that the Office of Cayuga County Director of Finance make all the necessary journal and accounting entries to accomplish the foregoing.

**Motion by McNabb-Coleman, 2<sup>nd</sup> by Pecher, all in favor.**

**CHAIRMAN REPORT:**

**NEW OR UNFINISHED BUSINESS:**

**Motion by Petrus to adjourn 5:59PM, 2<sup>nd</sup> by Strong, all in favor.**