

CAYUGA COUNTY POLICY MANUAL
Section 5

Subject: Attendance Policy at County Legislature Meetings for County Department Heads

Effective Date: 05/25/10; Resolution 255-10

Supersedes Policy of: 10/27/09; Resolution 572-09

Policy Title: County Legislature Meeting Attendance for Department Heads

Objective: By Department Head attendance at County Legislature Meetings and their respective oversight committee meetings, the objective is to obtain and share information between the County Legislature and its Department Heads.

Policy:

All County Department Heads are required to attend Cayuga County Legislature Meetings and their respective Legislative Oversight Committee meetings if:

- (1) There is a resolution pertaining to their department programs, services, or staff.
- (2) There is a topic of discussion of which the Department Head has personal knowledge or expertise.
- (3) The Department Head has been requested to attend a meeting by the Chairman of the County Legislature, or a department's oversight committee person.

(Note: Policy shall be reviewed by the County Administrator periodically and when revised by the Legislature shall be distributed to all departments.)