

CAYUGA COUNTY POLICY

DEPARTMENT: Legislature

POLICY TITLE: Attendance for Department Heads at County Legislature Meetings & Committee Meetings

EFFECTIVE DATE:

SUPERSEDES POLICY OF: 5-25-10, Resolution 255-10 and 10/27/09; Resolution 572-09

Objective: 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 annually by (Department). Revisions must be in Resolution form, go through the Government Operations Committee and approved by the Legislature.