

# THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
Carmel, New York 10512  
(845) 808-1020 Fax (845) 808-1933

Amy E. Sayegh *Chairwoman*  
Greg E. Ellner *Deputy Chair*  
Diane Schonfeld *Clerk*



|                      |         |
|----------------------|---------|
| Nancy Montgomery     | Dist. 1 |
| William Gouldman     | Dist. 2 |
| Toni E. Addonizio    | Dist. 3 |
| Laura E. Russo       | Dist. 4 |
| Greg E. Ellner       | Dist. 5 |
| Paul E. Jonke        | Dist. 6 |
| Daniel G. Birmingham | Dist. 7 |
| Amy E. Sayegh        | Dist. 8 |
| Erin L. Crowley      | Dist. 9 |

## AGENDA RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE TO BE HELD IN ROOM #318 PUTNAM COUNTY OFFICE BUILDING CARMEL, NEW YORK 10512

**Members: Chairman Birmingham and Legislators Ellner & Gouldman**

**Thursday July 17, 2025**  
**(Immediately following Health Mtg. & Physical Mtg. beginning at 5:30pm)**

1. Pledge of Allegiance
2. Roll Call
3. Chairman's Verbal Report
4. Acceptance of Minutes – April 10, 2025
5. Approval – Request Funding to CAREERS Support Solutions – County Contribution – Subcontingency – Requested by Legislator Ellner
6. Approval – Budgetary Amendment 25T189 – County Contribution to Putnam Recreation Programs and Habilitation – Requested by Legislator Jonke
7. Legislative Manual
  - a. Approval – Amendment of Legislative Manual – Public Comment During Legislative Sessions and Committee Meetings Prior to Taking a Vote
  - b. Approval – Amendment of Legislative Manual – Confirmation of Appointments of the County Executive
  - c. FYI – Resolution #124 of 2025 – Amendment of Legislative Manual – Live Streaming Legislative Sessions and Public Hearings
  - d. Approval – 2024 Legislative Manual (As amended, see redline: with respect to adoption of Legislative Manual)
8. FYI – Litigation Report
9. Other Business
10. Adjournment

#4

**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE  
HELD IN THE HISTORIC COURTHOUSE  
CARMEL, NEW YORK 10512**

**Members: Chairman Birmingham and Legislators Ellner & Gouldman**

**Thursday**

**April 10, 2025**

**(Immediately following Health Mtg. beginning at 6:00pm)**

This meeting was called to order at 6:45pm by Chairman Birmingham who requested Legislator Gouldman to lead in the Pledge of Allegiance. Upon roll call Legislator Ellner, Legislator, Gouldman, and Chairman Birmingham were present.

**Item #3 – Chairman’s Verbal Report**

Chairman Birmingham stated in May they will be discussing an item on the topic of public input at meetings.

**Item #4 – Approval/ Appointment/ Putnam County Representative/ Region 3 Fish & Wildlife Board/ Tozzi**

Chairman Birmingham stated they had received an application for Michael Tozzi to be appointed to the Region 3 Fish and Wildlife Board to replace the current representative, Ray Merlotto, who is stepping down.

Legislator Montgomery thanked Ray Merlotto for his several years of service on the Region 3 Fish & Wildlife Board and the all the work he has done for the Sportsman Federation. She then stated her support for Michael Tozzi’s appointment to the Region 3 Fish and Wildlife Board.

Chairman Birmingham made a motion to pre-file the necessary resolution; Seconded by Legislator Ellner. All in favor.

**Item #5 – Approval/ Reappointment/ Putnam County Board of Ethics/ Scuccimarra**

Chairman Birmingham stated they received a memorandum from County Executive Byrne requesting to reappoint Barbara Scuccimarra to the Putnam County Board of Ethics.

Legislator Gouldman stated his support for reappointing Barbara Scuccimarra to this position.

Chairman Birmingham stated Barbara Scuccimarra has an extensive history in public service and emphasized how this is a volunteer position.

Chairman Birmingham made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

**Item #6 – Discussion/Approval/ Amendment of Legislative Manual/ Live Streaming Legislative Sessions, Public Meetings, and Public Hearings**

Chairman Birmingham made a motion to prefile the necessary resolution; Seconded by Legislator Gouldman.

Chairman Birmingham stated Legislative sessions have been livestreamed for a little over a year. He stated the purpose of this approval is to codify it into the Legislative Manual, however he would like to make some amendments. He explained how this will provide livestreams of Legislative sessions, public meetings, and public hearings. He stated he would like to remove “public meetings” in this resolution due to there currently being no working definition for it.

Chairman Birmingham made a motion to amend the resolution to remove “public meetings”; Seconded by Legislator Ellner.

Legislator Gouldman stated this is important to codify.

Legislator Ellner stated they should add the phrase “when possible” when referring to the requirement to livestream meetings. He stated there are external factors that may limit their ability to livestream. He referenced a Comcast service outage that occurred today that lasted for an extended period of time.

Chairman Birmingham agreed with Legislator Ellner.

Legislator Jonke requested clarification on the definition of “public meetings”.

Legislator Crowley stated by definition, “public meetings” are meetings that are required to be open to the public. She stated that this term can encompass all legislative meetings.

Legislator Jonke questioned if Legislator Crowley has an objection to removing “public meetings”.

Legislator Crowley stated she does not have an objection to it. She stated it is a broad term that encompasses all meetings.

Brett Yarris, resident of Carmel, questioned if board meetings such as the Agricultural & Farmland Protection Board (Ag. Board) meetings, would not be included in the livestreaming requirement.

Chairman Birmingham stated the requirement to livestream meetings will only apply to the legislative body.

Brett Yarris, resident of Carmel, questioned if the term public meeting was included in the resolution, if it still would not incorporate board meetings in the livestreaming requirement.

Chairman Birmingham stated that is correct.

Legislator Crowley stated all of those committees should have bylaws that can allow them to adopt this practice. She stated this would be done through the individual committee rather than the Legislature.

Brett Yarris, resident of Carmel, requested that this discussion does not get removed from the May agenda.

Legislator Montgomery stated the board meetings are held to the same standard that all public meetings have and they must adhere to the open meetings law. She stated the board meetings should comply with this law. She stated it is possible the decision to require board meetings to be livestreamed could be left to the Legislature.

Chairman Birmingham questioned if the Open Meetings Law currently has a livestreaming requirement.

Legislator Montgomery stated the law does not require livestreaming, but by definition those meetings fall under public meetings.

Chairman Birmingham stated the term legislative session encompasses full meetings, committee meetings, regular meetings, and special meetings. He stated he believes between the terms "legislative meetings" and "public hearings" all the meetings will be accounted for.

Legislator Montgomery stated often times these boards do not take minutes, or it is difficult to find the minutes. She stated she needs these resources in order to do her work, therefore a livestreamed meeting would be useful.

Legislator Crowley agrees that the board meetings should be accessible to the public and stated this should be looked into for the future.

Cassandra Roth, resident of Pawling, questioned if there is a way it could be codified with a requirement for boards established by the Legislature to livestream or record their meetings.

Chairman Birmingham stated there may be a way for this to be done. He stated although there are various boards they appoint members to, the Legislature does not have any oversight on them. He stated he would like to take this under advisement and return with an answer at a future meeting.

Cassandra Roth, resident of Pawling, stated she understands the limitations and how there are certain boards that are established by the Legislature. She questioned if they could start with some of those boards such as the Ag. Board.

Legislator Crowley stated they recorded the Ag. Board meeting today.

Chairman Birmingham made a motion to amend the resolution to remove “public meetings”; Seconded by Legislator Ellner. All in favor.

Chairman Birmingham stated the next amendment deals with paragraphs A and B. He stated the wording in the resolution will be altered from “will be” and become “to the greatest extent possible” when it mentions the requirement to livestream legislative sessions and public hearings. This alteration will occur in paragraphs A1, A2, and B1.

Chairman Birmingham made a motion to amend the resolution to alter the wording in paragraphs A1, A2, and B1; Seconded by Legislator Ellner. All in favor.

Chairman Birmingham requested to change the wording in the second to last resolved clause to state “Resolved, that the clerk of the Legislature with the assistance of the Director of Information and Technology as requested is hereby authorized to implement this initiative”. He stated the reasoning for this amendment is to clarify that although they heavily rely on the assistance of the information and technology, they are a different branch. He stated they want to ensure that the Legislature will have complete control over this.

Legislator Crowley requested for the addition of the word “live” after broadcast.

Chairman Birmingham made a motion to amend the wording of the second to last resolved; Seconded by Legislator Ellner. All in favor.

Chairman Birmingham made a motion to amend the resolution to add the word “live” after broadcast in the last resolved; Seconded by Legislator Ellner. All in favor.

Legislator Ellner requested an amendment to remove the word “digital” from the phrase “digital communication”, so they are not limiting their options in the future.

Chairman Birmingham made a motion to amend the resolution to remove the word “digital”; Seconded by Legislator Ellner. All in favor.

Legislator Crowley questioned why they would remove the word digital when that is the type of platform they are utilizing. She stated they could amend this later on if it becomes necessary.

Chairman Birmingham stated if they would like to broadcast live on Xfinity in the future it would be considered a broadcast platform and not a digital platform.

Legislator Crowley reinstated they could make an amendment that adds the word “broadcast” and keeps the word “digital” since that is the type of platform they are currently utilizing.

Andrew Jarrett, resident of Brewster, agreed with Legislator Crowley to an extent. He suggested using the phrase “public access platform” because it would then include broadcast and digital platforms.

Legislator Crowley stated she is fine with keeping the terminology vague, however she does not want to include any terminology that will restrict the types of platforms they can utilize.

Legislator Ellner thanked Legislator Jonke for getting this started and for the work he put into having livestreamed meetings.

Legislator Montgomery thanked everyone who was involved. She stated in 2021 her request to implement a livestreaming service was denied on the grounds that New York State did not mandate it. She stated the proposals she presented to the Legislature was less expensive than the equipment they installed. She stated she does appreciate the work that was put into this and is glad it was finally implemented.

Chairman Birmingham stated in 2004, when he was previously a Legislator, he created a website and would publish minutes on it. He stated he received backlash and criticism for publishing the Legislature’s minutes on a public platform. He stated how they have come a long way since then and they are taking a step in the right direction by codifying this.

Chairman Birmingham made a motion to pre-file the necessary resolution; Seconded by Legislator Gouldman. All in favor.

#### **Item #7 – FYI/ Litigation Report – Duly Noted**

#### **Item #8 – Other Business/ Discussion/ Public Comment at Meetings**

Legislator Gouldman stated he would appreciate speaking about public comments at meetings.

Chairman Birmingham stated there has been a few good points made on this over the past few weeks. He stated he does not believe it is a bad thing to codify this.

#### **Item #9 – Adjournment**

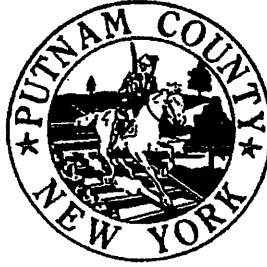
There being no further business at 7:15pm, Chairman Birmingham made a motion to adjourn; Seconded by Legislator Gouldman. All in favor.

Respectfully submitted by PILOT Intern, Aubrey Dall.

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**AGENDA**  
**RULES, ENACTMENTS & INTERGOVERNMENTAL RELATIONS COMMITTEE**  
**TO BE HELD IN THE HISTORIC COURTHOUSE**  
**CARMEL, NEW YORK 10512**

**Members: Chairman Birmingham and Legislators Ellner & Gouldman**

**Thursday April 10, 2025**  
**(Immediately following Health Mtg. beginning at 6:00pm)**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Chairman's Verbal Report**
- 4. Approval/ Appointment/ Putnam County Representative/ Region 3 Fish & Wildlife Board/ Tozzi**
- 5. Approval/ Reappointment/ Putnam County Board of Ethics/ Scuccimarra**
- 6. Discussion/Approval/ Amendment of Legislative Manual/ Live Streaming Legislative Sessions, Public Meetings, and Public Hearings**
- 7. FYI/ Litigation Report**
- 8. Other Business**
- 9. Adjournment**

#5

**APPROVAL – REQUEST FUNDING - CAREERS SUPPORT SOLUTIONS - COUNTY CONTRIBUTION - SUBCONTINGENCY**

**WHEREAS**, in 2024 when creating the 2025 Tentative Budget, the County Executive met with all of the Outside Agencies who requested funding; and

**WHEREAS**, when the 2025 Tentative Budget was presented to the Putnam County Legislature, the County Executive placed \$75,000 in subcontingency for the Outside Agencies for the Legislature to distribute in the 2025 fiscal year, rather than allocating the funds based on his meetings with the organizations; and

**WHEREAS**, CAREERS Support Solutions (CAREERS) requested funding from the County for the first time in 2023 in the amount of \$30,000 and was granted \$15,000 in both 2023 and 2024; and

**WHEREAS**, Executive Director Tina Cornish-Lauria of CAREERS appeared at the February 19, 2025 Rules, Enactments & Intergovernmental Relations Committee meeting to discuss the role CAREERS serves in the County and to request an additional \$15,000 in funding; and

**WHEREAS**, CAREERS has been operating in Putnam County for 36 years, working with clients with disabilities, most of whom are Putnam County residents with mental impairment; and

**WHEREAS**, the County funding is used toward helping residents with physical and mental disabilities with job skills, placing them in jobs, finding paid internships for students, providing job assistance, and other means of support; and

**WHEREAS**, the amount now being requested by CAREERS breaks down to approximately \$12.50 per client per month; and

**WHEREAS**, without the additional funding, CAREERS would be able to help fewer Putnam County residents; and

**WHEREAS**, the Legislature was tasked with distributing the \$75,000 placed in subcontingency by the County Executive without the benefit of the informational meetings the Administration had in preparation for the 2025 budget and, as a result, Outside Agencies such as CAREERS are facing critical hardships due to the lack of funding; and

**WHEREAS**, the current funds held in subcontingency are meant to support organizations in exactly these circumstances; now therefore be it

**RESOLVED**, the Rules, Enactments, & Intergovernmental Relations Committee, after due consideration, finds that CAREERS provides an invaluable service to some of the most vulnerable population of the County, all of whom would suffer greatly if CAREERS could no longer maintain its staff or services provided due to budgetary constraints; and be it further

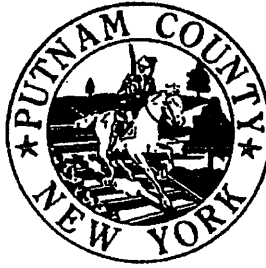
**RESOLVED**, the Putnam County Legislature hereby requests that the Putnam County Executive initiate a budgetary transfer of \$15,000 from the funds held in subcontingency to provide the additional funding requested by CAREERS.



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## MEMORANDUM

DATE: July 3, 2025

TO: Daniel G. Birmingham  
Chairman, Rules, Enactments & Intergovernmental Relations Committee

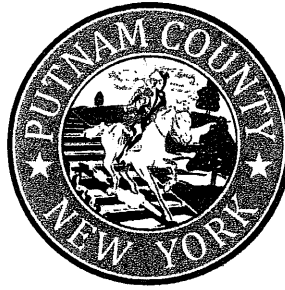
FROM: Greg Ellner  
Legislator, District #5 

RE: CAREERS Support Solutions Funding

The Rules, Enactments & Intergovernmental Relations Committee had a great discussion with CAREERS Support Solutions (CAREERS) Executive Director Tina Cornish-Lauria at the February 19, 2025 meeting.

At this time, I respectfully request the Rules Committee consider a proposed resolution at its July meeting providing \$15,000 to CAREERS from subcontingency. Thank you for your attention to this request.

MICHAEL J. LEWIS  
*Commissioner of Finance*



SHEILA BARRETT  
*First Deputy Commissioner of Finance*

ALEXANDRA GORDON  
*Deputy Commissioner of Finance*

#6

DEPARTMENT OF FINANCE

**MEMORANDUM**

TO: Diane Schonfeld, Legislative Clerk

FROM: Michael J. Lewis, Commissioner of Finance - MJL

RE: **Budgetary Transfer – 25T189**

DATE: July 10, 2025

2025 JUL 10 AM 10:34  
LEGISLATURE  
PUTNAM COUNTY  
CARMEL, NY

At the request of the Commissioner of Finance, the following budgetary transfer is recommended.

**GENERAL FUND:**

**Increase Appropriations:**

|                |                            |              |
|----------------|----------------------------|--------------|
| 25647000 54950 | County Contribution - PRPH | \$ 10,000.00 |
|----------------|----------------------------|--------------|

**Decrease Appropriations:**

|                |                                   |              |
|----------------|-----------------------------------|--------------|
| 10199000 54996 | Subcontingency - Outside Agencies | \$ 10,000.00 |
|----------------|-----------------------------------|--------------|

Fiscal Impact - 2025 - \$ 0

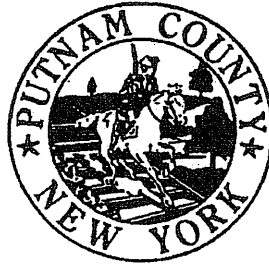
Fiscal Impact - 2026 - \$ 0

This Budgetary transfer is recommended by Legislator Jonke to take from Sub Contingency to the Putnam Recreation Programs and Habilitation (PRPH) in the amount of \$10,000. Please refer to Legislator Jonke's memorandum dated July 9, 2025.

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**MEMORANDUM**

**DATE:** July 9, 2025

**TO:** Kevin Byrne  
Putnam County Executive

**CC:** Michael Lewis  
Commissioner of Finance

Daniel Birmingham  
Chairman, Rules, Enactments & Intergovernmental Relations Committee

**FROM:** Paul Jonke  
Putnam County Legislator, District #6

**RE:** Funding for Putnam Recreation Programs & Habilitation

Putnam Recreation Programs and Habilitation (PRPH) is a truly invaluable organization in our community, and I have seen firsthand the benefit it provides to those with special needs. During the 2025 budget process your Administration placed funding for these outside agencies in subcontingency for distribution by the Legislature.

At this time, I would like to formally request an appropriate budgetary amendment or fund transfer be prepared by Commissioner of Finance Michael Lewis to provide \$10,000 to PRPH from the subcontingency line.

By copy of this memorandum I am requesting that Chairman Birmingham place said budgetary amendment or fund transfer on the agenda for the Rules, Enactments & Intergovernmental Relations Committee for consideration at its Thursday, July 17, 2025 meeting. In order for this to transparently appear on the agenda, please provide the requested budgetary amendment or fund transfer by tomorrow, July 10, 2025.

Thank you for your attention to this request.

#7a

APPROVAL - AMENDMENT OF LEGISLATIVE MANUAL - PUBLIC COMMENT DURING  
LEGISLATIVE SESSIONS AND COMMITTEE MEETINGS PRIOR TO TAKING A VOTE

WHEREAS, the Putnam County Legislature values transparency and public participation in the legislative process; and

WHEREAS, it is essential that the public has an opportunity to voice their opinions and concerns on issues that directly impact them; and

WHEREAS, ~~allowing~~the allowance of public comment before votes are taken in legislative sessions and committee meetings promotes open dialogue and better-informed decision-making by legislators; and

WHEREAS, the Putnam County Legislature seeks to ensure that all voices are heard, and that the democratic process remains inclusive and responsive to the needs of the community; ~~now therefore be it~~and

~~RESOLVED, that~~WHEREAS, in order to promote the thorough formulation, review and discussion of policies, resolutions, local laws, charter amendments and budgetary measures, the Putnam County Legislature ~~hereby mandates that all committee meetings shall include a designated period for public comment prior to any votes being taken~~operates on agenda items; and be it further

~~RESOLVED, that this public comment period shall be structured in a manner that is consistent, fair, and efficient, with a time limit for individual comments to ensure that all individuals wishing to speak are given an opportunity to do so; and be it further~~

~~RESOLVED, that the Chairman of the committee shall notify the public~~system in advanceorder to provide a forum for cautious and purposeful analysis of the meeting agendasuch initiatives; and the designated time for public comment, providing reasonable access for the public to attend and participate in the meeting; and be it further

~~RESOLVED, that any member~~WHEREAS, such legislative committee meetings have provided an open forum for members of the public who wishes to speak during respective legislative committees, other legislators, and the public comment period shall be given a fair opportunity to present their views, subject to any rules or procedures adopted by at large to provide advice, testimony, and input; and

WHEREAS, it is recognized that such deliberation through the committee to ensure process is necessary and essential for the ~~orderly conduct~~proper enactment of the meeting; and be it furtherresolutions, local laws, charter amendments and budgetary measures; and

~~RESOLVED, that the Putnam~~WHEREAS, it is also recognized that occasionally due to the urgent nature of certain legislative items and in limited circumstances, it is necessary for the County Legislature to consider time-sensitive resolutions that have not been reviewed by an appropriate committee; and



WHEREAS, and that, in such limited circumstances, it is important to the deliberative process to receive public comment during a full legislative meeting prior to taking a vote for the approval or disapproval of such specific item of urgency,

now therefore be it

RESOLVED, that the Putnam County Legislature hereby directs the implementation of the above procedure by incorporating the following as a new Rule in the that the Legislative Manual be amended by adding the following rule:

**RULE XX – PUBLIC COMMENT DURING FULL LEGISLATIVE MEETINGS AND COMMITTEE MEETINGS PRIOR TO TAKING A VOTE**

A. All committee meetings shall include a designated period for public comment prior to any votes being taken on agenda items. This public comment period shall be structured in a manner that is consistent, fair, and efficient, with a time limit for individual comments to ensure that all individuals wishing to speak are given an opportunity to do so.

~~B. The Chairman of the committee~~If a draft resolution or local law has not gone through the committee process but is being requested to be considered at a full legislative meeting as either a pre-filed request pursuant to Rule 5(A)(9) or as new business pursuant to Rule 5(A)(10), and following a procedural vote as to whether such resolution should be placed before the County Legislature for consideration, there shall be a designated period for public comment on the substance of such resolution prior to any votes being taken on such resolution. This public comment period shall be structured in a manner that is consistent, fair, and efficient, with a time limit for individual comments to ensure that all individuals wishing to speak are given an opportunity to do so.

~~B.C.~~ To the extent possible, The Chair of each full legislative meeting or committee meeting shall notify the public in advance of the meeting agenda and the designated time for public comment, providing reasonable access for the public to attend and participate in the meeting; and~~be it further~~

D. Any member of the public who wishes to speak during the recognition of the public comment period on agenda items shall be given a fair opportunity to present their views, subject to any rules or procedures adopted by the committee to ensure consistent with the orderly conduct Rules of Order and Procedure of the meeting County Legislature.

~~C.~~ ; and be it further

~~and be it further~~

**RESOLVED, that this resolution shall take effect immediately**~~upon adoption.~~

**APPROVAL - AMENDMENT OF LEGISLATIVE MANUAL - PUBLIC COMMENT DURING LEGISLATIVE SESSIONS AND COMMITTEE MEETINGS PRIOR TO TAKING A VOTE**

**WHEREAS, the Putnam County Legislature values transparency and public participation in the legislative process; and**

**WHEREAS, it is essential that the public has an opportunity to voice their opinions and concerns on issues that directly impact them; and**

**WHEREAS, the allowance of public comment before votes are taken in legislative sessions and committee meetings promotes open dialogue and better-informed decision-making by legislators; and**

**WHEREAS, the Putnam County Legislature seeks to ensure that all voices are heard, and that the democratic process remains inclusive and responsive to the needs of the community; and**

**WHEREAS, in order to promote the thorough formulation, review and discussion of policies, resolutions, local laws, charter amendments and budgetary measures, the Putnam County Legislature operates on the committee system in order to provide a forum for cautious and purposeful analysis of such initiatives; and**

**WHEREAS, such legislative committee meetings have provided an open forum for members of the respective legislative committees, other legislators, and the public at large to provide advice, testimony, and input; and**

**WHEREAS, it is recognized that such deliberation through the committee process is necessary and essential for the proper enactment of resolutions, local laws, charter amendments and budgetary measures; and**

**WHEREAS, it is also recognized that occasionally due to the urgent nature of certain legislative items and in limited circumstances, it is necessary for the County Legislature to consider time-sensitive resolutions that have not been reviewed by an appropriate committee; and**

**WHEREAS, and that, in such limited circumstances, it is important to the deliberative process to receive public comment during a full legislative meeting prior to taking a vote for the approval or disapproval of such specific item of urgency,**

**now therefore be it**

**RESOLVED, that the Putnam County Legislature hereby directs that the Legislative Manual be amended by adding the following rule:**

**RULE XX – PUBLIC COMMENT DURING FULL LEGISLATIVE MEETINGS AND COMMITTEE MEETINGS PRIOR TO TAKING A VOTE**

- A. All committee meetings shall include a designated period for public comment prior to any votes being taken on agenda items. This public comment period shall be structured in a manner that is consistent, fair, and efficient, with a time limit for**

individual comments to ensure that all individuals wishing to speak are given an opportunity to do so.

- B. If a draft resolution or local law has not gone through the committee process but is being requested to be considered at a full legislative meeting as either a pre-filed request pursuant to Rule 5(A)(9) or as new business pursuant to Rule 5(A)(10), and following a procedural vote as to whether such resolution should be placed before the County Legislature for consideration, there shall be a designated period for public comment on the substance of such resolution prior to any votes being taken on such resolution. This public comment period shall be structured in a manner that is consistent, fair, and efficient, with a time limit for individual comments to ensure that all individuals wishing to speak are given an opportunity to do so.
- C. To the extent possible, The Chair of each full legislative meeting or committee meeting shall notify the public in advance of the meeting agenda and the designated time for public comment, providing reasonable access for the public to attend and participate in the meeting; and
- D. Any member of the public who wishes to speak during the recognition of the public on agenda items shall be given a fair opportunity to present their views, consistent with the Rules of Order and Procedure of the County Legislature.

; and be it further

**RESOLVED**, that this resolution shall take effect immediately.

#7b.

**Rule XXX. – Confirmation of Appointments of the County Executive**

Upon the filing by the County Executive with the Clerk of the County Legislature of a written appointment of the head of a County department or administrative unit pursuant to Charter Section 3.03, and in order for the County Legislature to perform its confirmation responsibilities pursuant to Charter Section 2.08, the Chair of the Legislature shall refer such appointment to one of the Standing Committees of the County Legislature to review said appointment and to conduct a Committee meeting in connection with such appointment.

- a) Following such referral, and prior to the date of said Standing Committee meeting, the appointee shall provide the following to such Standing Committee in connection with such Committee review:
  - a written professional resume;
  - three (3) written references from persons engaged in the professional area of expertise to which the appointee is being considered;
  - a signed document stating whether such appointee has any interest\* in any contract\* with the County. (\*as such terms are defined in Article 18 of the New York State General Municipal Law).
- b) The Standing Committee to which such appointment has been referred shall conduct a committee meeting to interview said appointee.
- c) At the conclusion of said Standing Committee meeting, said Standing Committee shall adopt a resolution to be prefiled at a subsequent meeting of the County Legislature stating one of the following three (3) results: 1- approve appointment, 2- disapprove appointment or 3- no recommendation.



#7C

PUTNAM COUNTY LEGISLATURE

Resolution #124

Introduced by Legislator: Daniel G. Birmingham on behalf of the Rules, Enactments & Intergovernmental Relations Committee at a Regular Meeting held on May 6, 2025.

page 1

**APPROVAL - AMENDMENT OF LEGISLATIVE MANUAL - LIVE STREAMING LEGISLATIVE SESSIONS AND PUBLIC HEARINGS**

WHEREAS, the Putnam County Legislature recognizes the vital importance of fostering transparency, enhancing public access, and encouraging community engagement within the legislative process; and

WHEREAS, advancements in communication and technology provide invaluable opportunities for the residents of Putnam County to remain informed and actively involved in the decisions affecting their community, regardless of their ability to attend meetings in person; and

WHEREAS, the Putnam County Legislature is committed to the principles of accountability and openness, ensuring that the public has full access to the discussions, decisions, and actions of its elected representatives; and

WHEREAS, live streaming of legislative sessions and public hearings can help promote civic participation, improve government transparency, and increase public trust in the legislative process; now therefore be it

RESOLVED, that the Putnam County Legislature hereby expresses its strong support for the live streaming of all legislative sessions and public hearings as outlined in this resolution, to ensure that all citizens of Putnam County have the opportunity to observe and engage with the legislative process, whether in person or remotely, excluding matters heard in executive session; and be it further

RESOLVED, that the Putnam County Legislature directs the implementation of the following live streaming procedures to maximize public access and participation in the legislative process by incorporating the following as a new Rule in the Legislative Manual:

**RULE 34 – LIVE STREAMING LEGISLATIVE SESSIONS AND PUBLIC HEARINGS**

**A. Live Streaming of Legislative Sessions**

**1. Live Streaming Availability:**

All regular and special legislative sessions will, to the greatest extent possible, be broadcast live, making use of platforms such as the County website or YouTube.

**2. Public Access and Recording:**

State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on May 6, 2025.

Dated: May 12, 2025

Signed: \_\_\_\_\_

Diane Schonfeld  
Clerk of the Legislature of Putnam County

PUTNAM COUNTY LEGISLATURE

Resolution #124

Introduced by Legislator: Daniel G. Birmingham on behalf of the Rules, Enactments & Intergovernmental Relations Committee at a Regular Meeting held on May 6, 2025.

page 2

**Sessions will, to the greatest extent possible, be fully accessible online, with recordings available for on-demand viewing to ensure continued public access to legislative activities and deliberations.**

**B. Committee Sessions and Public Hearings**

- 1. Live Streaming of Committee Sessions and Public Hearings:**  
Committee sessions and public hearings will also be, to the greatest extent possible, live streamed.

**C. Review and Feedback**

- 1. Public Input:**  
The Legislature encourages ongoing feedback from the public on the live streaming process and will periodically review how the program can be improved for maximum effectiveness and accessibility.

and be it further

**RESOLVED**, that the Clerk of the Legislature, with the assistance of the Director of Information Technology as requested, is hereby authorized to implement this initiative and ensure that all legislative sessions and public hearings are broadcast live and archived for public access; and be it further

**RESOLVED**, that this resolution shall take effect immediately upon adoption.

**BY ROLL CALL VOTE: ALL AYES. LEGISLATORS ADDONIZIO & CROWLEY WERE ABSENT. MOTION CARRIES.**


State of New York

ss:

County of Putnam

I hereby certify that the above is a true and exact copy of a resolution passed by the Putnam County Legislature while in session on May 6, 2025.

Dated: May 12, 2025

Signed: 

**Diane Schonfeld**  
Clerk of the Legislature of Putnam County

## ADOPTION of LEGISLATIVE MANUAL

Adopted ~~1/02/24~~ \_\_\_\_\_, 2025**I. FUNCTIONS OF THE LEGISLATURE:**

As provided by the Putnam County Charter II, Section 2.04, the Putnam County Legislature shall be the legislative, appropriating, and policy-determining body of the County. Except as may be otherwise provided in the Charter, it shall have and exercise all the legislative powers and duties now or hereafter conferred or imposed upon it by the Charter or by State Law, together with all the powers and duties necessarily implied or incidental thereto.

Under the Charter, the County Legislature shall have the following powers and duties, but is not necessarily limited to them:

- A. To adopt by resolution all necessary rules and regulations for its conduct and procedure.
- B. To make appropriations, levy taxes, incur indebtedness, and adopt the County budget.
- C. To exercise all powers of local legislation in relation to enacting, amending or rescinding local laws, Putnam County Charter provisions, legalizing acts or resolutions.
- D. To adopt, amend and repeal by local law, an Administrative Code which shall set forth the details of the administration of County government consistent with the provisions of the Charter.
- E. To confirm, when required, the appointments made by the County Executive according to the procedure cited in Section 2.08 of Article II of the Charter.
- F. To create, alter, combine, or abolish by local law, County administrative units not headed by elected officials or not otherwise provided by law.
- G. To fix by resolution the compensation of all officers and employees paid from County funds, except members of the judiciary; except that the compensation of any elected official paid from County funds shall not be decreased during that official's term.
- H. To fix by resolution the compensation to be paid from County funds for persons who are rendering services to, or in behalf of, the County, but who are not officers or employees of the County.
- I. To make, or cause to be made, such studies, audits and investigations as it deems to be in the interest of the County, and in connection therewith to obtain professional and technical advice, appoint temporary advisory boards of citizens, subpoena witnesses, administer oaths and require the production of books, papers and other evidence deemed necessary.
- J. To fix the amount of bonds of officers and employees paid from County funds.
- K. To designate one or more newspapers published within the County for the publication of all enactments, notices and other matters required by law.
- L. To establish or abolish positions of employment and titles thereof.

- M. To fill vacancies in any elective County offices, except the judiciary, in accordance with the Charter and other applicable law.
- N. To designate one or more depositories for the deposit of all monies received by the Commissioner of Finance.
- O. To fix, during the annual budget process, the salaries of its members for the succeeding year.
- P. To determine and make provision for any matter of County government not otherwise provided for.
- Q. To confirm appointments, except as otherwise provided by the Charter, through the affirmative vote of a majority of the entire Legislature taken at a regular or special meeting. In the event the Legislature has neither confirmed nor rejected an appointment within sixty (60) days after such appointment has been filed with the Clerk of the Legislature, such appointment shall be deemed confirmed.
- R. The Legislature shall provide annually an independent audit of its accounts, transactions of the County and of every County department, office and agency. The audit shall be made by a qualified accountant or accounting firm, so designated by the Legislature, which has no personal interest, directly or indirectly, in the affairs of the County or any of its departments, officers or agencies.
- S. If any section of this Legislative Manual, which is the official guide to the procedures of the legislature, is adjudged by a Court of competent jurisdiction to be in conflict with any Federal or State Statute or with the Putnam County Charter, then said section shall be deemed null and void, "ab initio," but this shall not affect any other section, other than that particular section of this Manual so adjudged to be in conflict as aforescribed.

## II. **ORGANIZATION OF THE LEGISLATURE:**

### ***A. Size and Districts:***

The Putnam County Legislature shall be organized into nine single-member districts as established and provided for by Local Law #3 of 1977, establishing a County Legislature and approved by the voters of Putnam County in a referendum on November 8, 1977. Each member shall have one vote. Current maps of all County Legislative Districts and election districts shall be on file at all times in the Office of the Clerk of the Legislature for the use of Legislators and other interested persons.

### ***B. Meetings of the Legislature:***

#### **1. Organizational Meeting of the Legislature:**

The County Legislature shall, on the first Tuesday after the first Monday in January of each year, or as soon thereafter as practicable, meet and organize by election from among its members, a Chair, Deputy Chair and such other legislative officials as it deems appropriate. The Chair shall appoint members of the County Legislature to serve on such legislative committees as are provided by the rules of the County Legislature. The County Clerk shall

serve as Chair until such time as the County Legislature itself elects a chair. The date, time and place of said meeting of the Legislature shall be fixed by Resolution the proceeding December.

**a. Notice of the Organizational Meeting:**

The notice of the Organization Meeting stating the date, time, and place shall be written and placed in the legislative mailbox of each legislator or mailed to the last known address of each Legislator by the Clerk of the Legislature at least five (5) days prior to the meeting. In the event of incapacity or the failure of The Clerk of the Legislature to act, the notice shall be served by the Putnam County Clerk.

**b. Call to Order:**

The Putnam County Clerk shall convene the Organizational Meeting and call it to order and shall serve as Chair until such time as the County Legislature elects a Chair.

**c. Election of a Chair of the Legislature:**

The first order of business shall be the election of a Chair of the Legislature to serve a one-year term expiring on December 31<sup>st</sup> of the year of that election. The Chair shall be elected by a majority of the entire Legislature. Upon election, the Chair shall assume that office and preside for the balance of the Organizational Meeting and over all other meetings of the Legislature. This procedure is prescribed in Section 2.05, Article II of the Putnam County Charter.

**d. Appointment of the Clerk of the Legislature:**

Effective January 1, 2002, the County Legislature shall, on the first day of January or as soon thereafter as practicable, and every three years thereafter, appoint a Clerk, who shall serve until his or her successor is appointed. From time to time the Clerk shall appoint such additional personnel as are required for the efficient operation of the office of the Clerk within the appropriations approved therefore. This procedure is set forth in Section 2.06 of Article II of the Putnam County Charter. In the event of a vacancy in the office of Chair of the Legislature, during this Organizational Meeting, the Putnam County Clerk, acting as Chair under the Charter and Rules of the Putnam County Legislature shall appoint a Clerk of the Legislature pro-tem, to serve until such time as the position can be filled according to this paragraph (d).

**e. Appointment of the Auditor:**

Effective January 1, 2001, the County Legislature shall on the first day of January or as soon thereafter as practicable, and every three years thereafter, appoint an Auditor who shall serve until his or her successor is appointed. This procedure is set for in Section 2.10 of the Putnam County Charter.

**f. Adoption of the Legislative Manual:**

The next order of business shall be the ~~annual adoption~~presentation of the Legislative Manual ~~including any amendments incorporated therein~~as in effect during the preceding year. This Manual is the official guide to the rules, proceedings and practices of the



Putnam County Legislature. The rules of the County Legislature for the preceding year as set forth in such Legislative Manual shall remain in force and effect ~~at the first meeting of each year until the formal adoption of the rules for the current year~~ until amended or revised following the submission of any amendments or revisions to one of the Standing Committees of the Legislature.

**g. Establishment of the Legislative Calendar:**

A Legislative Calendar shall be adopted, setting the dates and times of all Regular Meetings for the Calendar Year, which calendar shall then be published.

2. Regular Meetings of the Legislature:

Regular meetings of the Putnam County Legislature shall be held monthly at 7:00 PM on the first Tuesday, except when a holiday falls on the regularly scheduled date, the meeting shall be held on the next business day, unless the Legislature decides otherwise. The Clerk of the Putnam County Legislature shall place in the legislative mailbox of each legislator or mail to each member of the Legislature, a written notice stating the date, time and place of each meeting at least five (5) days prior to the date of the meeting. Said agenda shall state the subject matter of all resolutions and local laws to be voted on at such meeting. (Article IV, Rules 26 ).

3. Special Meetings of the Legislature:

The Special Meetings shall be held at the call of the Clerk of the Legislature upon direction of the Chair and four other Legislators or upon written request signed by a majority of the entire Legislature. Notice in writing stating date, time, place and purpose of the Special Meeting, shall be placed in the legislative mailbox of each legislator. Supplemental notification shall be by U.S. Mail, e-mail, facsimile or other reasonable means of communication or as requested by any Legislator in writing to the Clerk of the Legislature to each member of the Legislature by the Clerk of the Legislature. (Section IV, Rule 27)

4. Recessed and Adjourned Meetings of the Legislature:

Except while a vote is being taken, any meeting of the Legislature or of its committees or commissions, may be recessed or adjourned at any time upon approval of a majority of those present. Such motion shall be decided without debate. Additionally, if any meeting extends beyond 11:00 PM, it shall be terminated under these Rules unless a majority of the members present vote to continue. Any meeting, which is recessed, shall be re-convened at a future date and time approved by a majority of those present at the meeting being recessed. A recessed meeting shall be considered a continuing meeting and only matters on the agenda of the recessed meeting shall be discussed when it is re-convened. This re-convened meeting shall be noticed by the Clerk in accord with procedures outlined in;

(Section IV, Rule 28) (“Special Meetings”). Any meeting which is adjourned shall be considered a terminated meeting and any unresolved items at the adjournment shall be considered unfinished business. Those unresolved items shall be made part of the next regularly scheduled meeting of the Legislature or of its Committees and shall be listed under Unfinished Business according to the procedures under Article IV, Rule 5 (a) (6).

**C. *Powers and Duties of the Chair of the Legislature:***

The Chair of the Putnam County Legislature shall have all the powers and shall perform all the duties conferred on that office by the Charter, Administrative Code, Legislative Manual, as well as applicable County and Municipal Law. Among the powers and duties of the Chair, but not by the way of limitation, shall be the following:

**1. To preside at meetings of the Legislature:**

The Chair shall preside at all regular and special meetings of the Legislature; shall preserve order and decorum; and shall decide all questions of order subject to appeal by a majority of the members present. The Chair shall be guided by the Rules of Order and Procedure of the Legislature, as adopted as part of the Legislative Manual.

**2. To Appoint Standing Committees:**

The Chair shall, within thirty (30) days of his or her selection as Chair, appoint from among the membership of the Legislature the members and Chairs of the following Standing Committees of the Legislature:

Audit and Administration  
Budget and Finance  
Economic Development and Energy  
Health, Social and Educational Services/Environmental  
Personnel  
Physical Services  
Protective Services  
Rules, Enactments and Intergovernmental Relations

The Chair may be self-appointed to membership with full voting rights to One (1) Standing Committee and may serve as Chair of that Standing Committee in addition to Budget and Finance. All appointments made hereunder pursuant to this paragraph shall not require consent of the legislature. Notwithstanding the foregoing, the Chair may be self-appointed to one or more additional Standing Committees, with full voting rights, only upon the approval of a majority of the entire Legislature. In addition, the Chair shall serve as an ex-officio, non-voting member of the remaining Standing Committees.

**3. To appoint Special Committees and Legislative Officers:**

Upon authorization by a majority of the entire Legislature in each instance, the Chair may appoint such special committees, sub-committees, commissions and Legislative Officers as, in the opinion of the Legislature, is necessary to facilitate the conduct of its business. The Chair shall be ex-officio member of each special committee.

4. To serve as a member of the Capital Projects Committee

As defined In Article VII, Section 7.05, number 3 of the Putnam County Charter.

5. To Perform Administrative Duties:

The Chair shall serve as the Administrative Head of the Legislature and shall be responsible for the conduct of its business and shall exercise administrative supervision over the office of the Clerk of the Legislature and of the Auditor, acting as liaison between these two offices and the Legislature.

6. To designate an Acting County Executive:

If no Acting County Executive has been so designated by the County Executive, or if the person designated by the County Executive is unable to serve during the absence or disability of the County Executive, the Chair of the County Legislature shall designate the head of one of the County Administrative units to perform such duties. This is provided for in Article III, Section 3.05 of the Putnam County Charter.

7. To Have the Power to Vote:

The Chair shall, in all cases, have the right to vote, except on appeals to the Legislature from decisions of the Chair. On all other questions, when the vote, including the vote of the Chair, is equally divided, the question shall be defeated.

8. Legislature Control:

In all cases, unless otherwise stated by State Statute, local ordinance, Legislative Manual, or by the Putnam County Charter herein, all appointments by the Chair shall be subject to a majority vote of the entire Legislature.

*D. Temporary Chair:*

In the case of the absence of the Chair, the Deputy Chair shall preside as described under Article IV, Rule 6.

*E. Vacancy in the Chair:*

If the Chair of the Legislature resigns, dies, is declared incompetent by a Court of competent jurisdiction, is removed or is removed from the Chair by censure, the Legislature shall meet within seven (7) days, at a special or regular meeting and vote among their members to elect a Chair to fill the existing vacancy. Such Chair shall serve until the next Organizational Meeting.

*F. Censure of the Chair:*

Any Legislator may introduce a motion censuring and/or requesting a "vote of no confidence," specifically citing the action of the Chair for which vote is requested. A 2/3 vote of the entire Legislature is required for this action. If said motion passes, a 2/3 vote by the Legislature shall then be taken to sanction or remove the Chair.

*G. Censure of a Legislator:*



Any Legislator may introduce a motion censuring another Legislator, specifically citing the action of the Legislator for which the vote is requested. A 2/3 vote of the entire Legislature is required for this action. If said motion passes, the Chair shall be responsible for instituting an appropriate sanction designated by a 2/3 vote of the Legislature.

**H. *Powers and Duties of the Clerk of the Legislature:***

The Clerk of the Legislature shall have all the powers and duties now or hereafter conferred or imposed by the Putnam County Charter and the Administrative Code or approved by the Legislature. In addition, as Chief of Staff to the Legislature, the Clerk shall furnish, research and investigate and give clerical support to the Legislature and its constituent parts. The Clerk, at the direction of the Chair of the Legislature, shall also prepare and transmit to the State Legislature, the County Legislature's official views regarding any proposals and bills before it which are of interest to the County, as reflected by the resolution of the County Legislature.

**1. The statutory duties of the Clerk include, but are not limited to, the following:**

- a. To appoint such personnel as are required and authorized by the Legislature within the appropriations therefor.
- b. To Prepare and circulate an agenda for all Regular, Special and Committee Meetings of the Legislature, as follows:
  1. A list of all unfinished business and special orders.
  2. A list stating the subject matter of all resolutions, ordinances and local laws to be voted on at such meeting.
  3. Copies of all text of all local laws and resolutions to be introduced or to be voted on at each meeting.

All of the above shall be placed in each legislator's legislative mailbox or mailed to each Legislator at least five (5) days before each meeting. In order to accomplish this, the text of each resolution, ordinance, or local law to appear on the agenda, shall be received by the Clerk at least seven (7) days before the meeting. Local laws shall be received by the Clerk at least ten (10) days before the meeting and copies forwarded to each legislator in compliance with Section 20 (4) of the Municipal Home Rule Law.

- c. To attend or to designate an authorized person to attend all meetings of the Legislature and its Committees and to make a record of the official proceedings. Minutes of all Legislature and Committee meetings, or of any other meeting or hearing called or otherwise authorized by the Legislature or by any of its duly authorized Committees or Commissions, and if the Legislature creates such a body it is responsible for the minutes which shall consist of a recordation of:
  1. The meeting being called to order
  2. Attendance taken

3. Votes taken or decisions rendered with a summary of the discussion. Verbatim minutes of any segment are not to be taken unless specifically requested by a member of the Legislature or the Chair of the Legislature. Audio tapes will be made of every authorized meeting and shall be retained for at least a period of one year. Audio tapes primarily serve as a work product for the preparation of the actual minutes and as such, shall not be copied or given out without the express authorization of the Chair of the Legislature, who may invoke Freedom of Information procedures. It being expressly understood, however, that in any discussion, challenge, or other dispute over the accuracy of the minutes, or of the substance of any meeting or hearing or Legislative action, the audio tapes shall constitute the basic record. The priority for the preparation of minutes shall be: Regular meetings, Special meetings, Committee meetings, other hearings and correspondence.
4. Copies of the minutes in “draft” form with each page being identified as “draft copy” shall be posted on the Putnam County web-site once prepared and reviewed by the Clerk. Thereafter copies of the minutes shall be posted officially on the Putnam County website as follows:
  - a. Legislative meetings after approval of the minutes by the Putnam County Legislature.
  - b. Committee meetings after approval by the respective Legislative Committee.
  - c. Local laws after approval by the Putnam County Legislature and before County Executive’s public hearing.
  - d. To maintain official files and records of the Legislature, its proceedings, appointments, and confirmation of appointments to County office, boards, commissions and other bodies; official communications to and from the Legislature; public record copies of the Executive Budget and the Adopted Budget and such other actions and papers as the Legislature, its Chair, Committees, or applicable law shall require. The Clerk shall condense and summarize all communications from government officials, departments and agencies for inclusion in the Agenda, pursuant to Article IV, Rule 5.
  - e. To publish annually, the proceedings of the Legislature.
  - f. To prepare and publish annually, no later than February 15<sup>th</sup>, a Legislative Calendar incorporating the dates, times and places of all regular meetings of the Legislature and such else as is deemed appropriate.
  - g. For compliance with this manual, placing on the desk of a legislator is accomplished by placing in the Legislator’s mailbox located in the Legislative Office.

2. Additional duties of the Clerk of the Legislature, as Chief of Staff of the Legislature and its constituent bodies, shall include the following:
  - a. To maintain service files and records for the various arms of the Legislature and such clerical and service support as is needed by them, within available means.
  - b. To communicate and follow up on Legislator requests for information and service from the office of the County Executive.
  - c. To relay regular and special reports, recommendations, proposals and other sources as may be directed by the Chair of the Legislature or requested by the Chair of a standing committee.
  - d. To cooperate in any studies or investigations authorized by the Legislature to be conducted by professional or technical organizations or individuals under contract.
  - e. To give such other staff as may be required or requested by the Legislature or any of its constituent groups as authorized by the chair and within available means.

### **III. COMMITTEES OF THE LEGISLATURE:**

The right of the Legislature to organize itself is stipulated in the Putnam County Charter. This section of the Legislative Manual sets forth the principal provisions of the committee's structure, notably the eight standing committees. The Legislature may also appoint Special Committees, Boards and Commissions to assist in the efficient conduct of its business.

#### **A. *Appointment of Committee Members:***

It shall be the duty and responsibility of the Chair of the Legislature to appoint and remove members of the Legislative standing committees. The Chair shall appoint committees within thirty (30) days from the date of the Organizational Meeting, showing the names of the committees and the members thereof and filing with the Clerk of the Legislature. The Clerk, upon receipt of such list, shall place a copy in the legislative mailbox of each legislator or mail a copy to each member of the Legislature.

#### **B. *Meetings of the Committees:***

1. Regular meetings of each Standing Committee shall be held at the call of the Committee Chair.

No meeting of any Standing Committee shall be held during the seven- (7) day period prior to a regularly scheduled meeting of the Legislature.

2.

- a) The Chair of each Committee, upon appointment and after consultation with his or her fellow Committee members, shall provide the Clerk of the Legislature with the day of each month on which that Committee shall meet. To the greatest extent possible, the Chair of each Committee shall schedule a Committee meeting in such a manner as to provide that said meetings take place on the same day of each month (i.e.: the second Tuesday of each month, the last Monday of each month, etc...). The Clerk of the Legislature shall then prepare and circulate to all members of the Legislature, the

schedule of that year's regularly scheduled Committee meetings. In the event the regularly scheduled meeting of a Committee falls on a holiday, the Chairman of such Committee shall schedule an alternate day for that month's meeting.

- b) After the calendar has been prepared and circulated, the date of the meeting may be canceled upon the written request by the Committee Chair to the Legislative Chair and subsequent approval by the Legislative Chair. Such request must state the specific justification for the cancellation. Such meeting may not be rescheduled unless each member of such cancelled meeting agrees to such rescheduling. In the event a meeting is cancelled due to inclement weather, the Chair of such cancelled meeting shall have sole discretion as to the rescheduling of such monthly meeting.
  - c) The Chairs of each Committee shall schedule their respective Committee meetings in such a manner that no two Committee meetings shall conflict with each other on any day. In the event that a conflict cannot be resolved by the Chairs of Committees which propose to hold more than two meetings on any one day of the month, the Chair of the Legislature shall choose the time of each conflicting meeting.
  - d) Nothing herein shall prohibit a Chair of a Committee from scheduling any other Committee meetings during any month, provided that 2/3rds of the membership of such committee shall concur in the scheduling of such other Committee meeting;
- 3. In the event a scheduled Committee meeting lacks a quorum, the Chairman of said Committee, may temporarily replace any member of that Committee who is not present with another member of the Legislature. This replacement shall be for that specific meeting only and only while the absent member of the Committee is not present, to enable said Committee to conduct its business. Once a meeting has started with a replacement, if at any time during a meeting an absent member of the Committee arrives, the replacement shall step down and all votes taken with the replacement shall be binding.
  - 4. Meetings of the Legislature, its standing committees or other Committees or commissions of the Legislature, which have been adjourned due to a lack of a quorum, or recessed meetings of these committees, may be re-scheduled at the discretion of the Chair of each, or on the request of a majority of the committee membership. Members shall be notified of the meetings so adjourned or recessed in the same Manner provided for notifying members, as outlined in Article II (B) (3) and Article II (B) (4).
  - 5. Special Committees constituted for a particular and generally temporary purpose, shall be organized and meet as specified in the resolution authorizing formation of said committees
  - 6. No committee meetings shall be closed to the public, except by majority vote of its membership and only for the reasons specified in applicable law.

*C. Standing Committees and their Functions:*

1. Standing Committee Systems

The Putnam County Legislature shall operate on the committee system and the manifold operations of the County shall fall within the jurisdiction of the eight standing committees listed in Article II (C) (2) of this Legislative Manual.

2. Functions

- a. The functions of each Standing Committee shall be essentially the same: to expedite the business of the Legislature by considering policy initiatives for and directives from, the Legislature or operations within its jurisdiction; to review operations for compliance with legislative intent and to make recommendations to the Legislature on its own initiative, or at the request of the Legislature. In addition, any individual Legislator may request committee consideration of any matter by filing a request in writing with the Chair of the Legislature who shall forward that request to the appropriate committee Chair. A committee as a group and its individual members, shall be expected to conduct a comprehensive initial review and subsequently periodic reviews, of ongoing and future activities of those governmental units within that committee's jurisdiction. Committee members may be designated to attend meetings of departmental boards and commissions in the capacity of observers.
- b. Matters referred to committees by the Legislature or by individual members through the Chair of the Legislature shall be promptly considered by the committee, unless otherwise provided, a determination shall be made within sixty (60) days of the receipt thereof. If no determination has been made, the committee shall inform the Chair of the Legislature, who shall recommend to the Legislature an extension period that shall not to exceed sixty (60) days.
- c. Once a Standing Committee accepts the assignment of any issue properly before it, the issue shall remain the responsibility solely of that Standing Committee, unless the Chair of the Legislature has given prior approval of and assignment to multi-committee consideration, or unless the Standing Committee, in its deliberations requires the input from another Standing Committee in order to complete its deliberations.
- d. When it has become necessary under multi-committee consideration for both committees to act by resolution and there is no conflict between resolutions, the resolutions shall be presented as a combined resolution presented jointly. In the event a conflict develops between the committees which then produce conflicting resolutions, both such resolutions shall be presented to the Full Legislature simultaneously for discussion and debate before a deciding vote is taken.
- e. All substantive and formal actions shall be decided by a majority vote of committee members and the Chair of the committee shall faithfully report such actions even though having voted with the minority on a particular matter.
- f. The Standing and Special Committees shall keep minutes of all meetings including dates and times of the meetings, committee members present and matters discussed as required under Article II (H) ("Powers and Duties of the Clerk of the Legislature").

- g. The original of such report and tape recordings of the meeting shall be filed with the Clerk of the Legislature as soon as possible after each committee meeting.
- h. All resolutions, local laws, or other reports or recommendations submitted to the Legislature for committee consideration and approval by the Full Legislature shall be preceded by a short summary of the intent and effect of the proposal along with the potential fiscal impact for the current year as well as for future years. Any budgetary amendments or budgetary transfers that do not identify the current fiscal impact or future fiscal impacts will be returned to the Finance Department and not reviewed or approved by the Legislature until such information is supplied. The summary shall be read into the record at the time of presentation. Committees may hold public hearings on issues pending before them.

### 3. Individual Standing Committees

#### a. Rules, Enactments and Intergovernmental Relations:

The functions of the Standing Committee on Rules, Enactments and Intergovernmental Relations shall include, but not be limited to, the following:

- (1) To recommend the conduct of the legislature through rules, regulations and procedures.
- (2) To review the Legislative Manual annually and recommend its adoption, with any amendments and to render opinions on any matters included in the Legislative Manual, upon request of the Chairman of the Legislature or any members of the Legislature.
- (3) To recommend to the Legislature and its committees, the form, content and frequency of all formal reports prepared for the Legislature by any officer, department head, agency head or County employee or for work performed for, or by the County, through service contracts agreements.
- (4) To designate representatives to sit as observers on any Executive Department Labor Relations Committee that may be created and report thereon to the Rules, Enactments and Intergovernmental Relations Committee, and to the Legislature.
- (5) To review any proceedings or negotiations concerning joint undertakings with other municipal entities including cities, counties, towns, villages or regional government associations, upon the request of the Chairman of the Legislature and within the guidelines established by the Legislature.
- (6) To review and make recommendations to the Legislature concerning any legislation on matters of interest to the County for introduction to, or pending before, the State and Federal Legislatures.
- (7) To review and advise the Legislature concerning any suits against the County as well as any litigation of County interest and non-payment of taxes.
- (8) To review activities of and performance for compliance with legislative intent of the Department of Law, the Board of Elections, the County Clerk and all other agencies of County government not specifically assigned to a particular standing committee.

- (9) To recommend to the Legislature, a Code of Ethics for County Legislators, officers, employees and all persons having or conducting affairs with the County government.

b. Budget and Finance:

The Budget and Finance Committee shall be a standing committee, composed of the entire Legislature. The functions of said committee shall be, but not limited to:

- (1) To review with the Commissioner of Finance each budget item and budget estimates submitted by unit heads and the Tentative Budget as approved by the County Executive.
- (2) To make recommendations to the Legislature on each budget line item based on the review described in paragraph (a) above.
- (3) To review and recommend to the Legislature, necessary action on tax levy matters.
- (4) To exercise sole oversight of the Empire Zone and to forward any legislation with respect to the Empire Zone to the Full Legislature.

c. Audit and Administration:

The functions of the Audit and Administration Committee shall be, but not limited to:

- (1) Exercise legislative oversight of the Department of Finance and of all financial activities and functions as related to program content and performance for compliance with legislative intent, as incorporated in the Budget. This applies especially to funds appropriated in the Budget for specified program purpose and the extent to which the purpose was accomplished within initial and supplemental Budget requests as compared with initially anticipated performance and established standards.
- (2) To review and recommend to the Legislature necessary actions following annual or periodic audits conducted as part of the Legislature's auditing function or following each New York State Department of Audit and Control Report on County Finances and financial procedures and to monitor compliance with recommendations approved by the Legislature.
- (3) To receive and review for completeness and accuracy the Annual report and periodic reports of the Commissioner of Finance.
- (4) To review and make recommendations to the Legislature about the County Executive's actions on appropriation transfers, deficiency appropriations and supplemental appropriations.
- (5) To review and recommend to the Legislature the Legislature's policy on assets, types of investment and terms of investment, use of surplus or general funds and authorization and issuance of County debt obligations.
- (6) To review for adequacy the County Executive's recommended insurance coverage and policies
- (7) To review and recommend to the Legislature necessary action on assessment, equalization and taxation.

- (8) To review and recommend to the Legislature necessary action on purchasing procedures, bids, bonds and capital project financing.
- (9) To exercise legislative oversight for compliance with legislative intent of all County government departments, agencies and units as well as citizen advisory boards and commissions that utilize information technology in the transactions carrying out their charge and purpose, for the benefit, well-being and convenience of the people of Putnam County.

d. Health, Social and Educational Services/Environmental:

The functions of the Committee on Health, Social and Educational Services/Environmental, shall include but not be limited to the following:

- (1) To exercise legislative oversight for compliance with legislative intent of all County government departments, agencies and units, as well as of advisory citizen boards providing health, social or educational services to the County or its residents. Included in these categories shall be the Department of Health, the Board of Health, the Department of Mental Health, the Mental Health Board, the Department of Social Services, the Office of the Aging, the County Historian, the Veterans Service Agency, the County Cooperative Extension Service, the Community Services Board and the Coordinating Council for People with Disabilities.
- (2) To initiate and recommend legislative policy and upon Legislative request or its own initiative and present its recommendations for Legislative action on the following:
  1. All public welfare programs including those of semi-independent agencies and special services contributing to the public welfare.
  2. All programs of the Office for the Aging.
  3. All public and environmental health facilities and programs
  4. All mental health programs and services that may be undertaken by the County government or fall within its jurisdiction.
- (3) To exercise legislative oversight over all executed contracts between the departments, agencies, etc., listed in sub-clause (a) above and any other person, institution or unit of government.
- (4) To recommend policy toward and maintain contact with voluntary or civic associations providing health or welfare services to residents of the County.

e. Physical Services:

The functions of the Committee of Physical Services shall include but not be limited to the following:

- (1) To exercise legislative oversight for compliance with legislative intent of all County government departments, agencies and units as well as citizen advisory boards and commissions that render physical services for the well-being and convenience of the



County of its residents. Included in these categories shall be the Department of Highways and Facilities, the Division of Planning and Development, the Planning Board and the Recreation Commission, the Lake Management Advisory Committee and the Soil & Water Conservation District, as well as physical work performed for or by the County government in association with other local jurisdictions and contractors paid from County funds.

- (2) To represent the Legislature in all matters or concern to the above County governmental units and make reports with recommendations to the Legislature thereon.
- (3) To recommend to the Legislature any legislative action involving the above mentioned departments and agencies.

f. Protective Services:

The functions of the Committee on Protective Services shall include but not be limited to the following:

- (1) To exercise legislative oversight to assure compliance with legislative intent of all County government departments, agencies and units, as well as citizen advisory boards and commissions, that render protective services for the well-being of County residents. Included in these categories shall be the Office of the District Attorney, the Office of Probation, the Sheriff's Department, the Putnam County Jail, the Coroners, the Putnam County Legal Aid Society, the Bureau of Emergency Service and the Traffic Safety Board.
- (2) To exercise legislative oversight over all executed contracts between the above units, boards and commissions and any person, institution or unit of government.
- (3) To initiate and recommend legislative policy for all protective and custodial services performed by the County government.
- (4) To give advice and initiate the action required of the Legislature concerning the relationship of the County government to agencies that administer criminal justice.

g. Personnel

The functions of the Committee on Personnel shall include but not be limited to the following:

- (1) To exercise legislative oversight for compliance with legislative intent on all matters involving personnel throughout the County government.
- (2) To make recommendations to the Legislature on personnel matters when deemed necessary.

h. Economic Development and Energy

The functions of the Committee of Economic Development and Energy shall include but not be limited to the following:

- (1) To recommend to the Legislature ways to promote economic development and increase opportunities for business retention and expansion in Putnam County.
- (2) To review activities and assist in the efforts of the Putnam County Visitors Bureau, established to promote travel and tourism in Putnam County.
- (3) To review agreements between Putnam County and independent Bureaus, agencies and companies providing services to increase opportunities for economic development recommending to the Full Legislature appropriate agreements between such entities.
- (4) To represent the Legislature, on its request, in all regional and local programs for planning and economic development.
- (5) To provide oversight of green energy initiatives in its mission to bring more green energy infrastructure to Putnam County.

*D. Committee Vacancies:*

In the event of a vacancy on any Legislative Committee, the Chair of the Legislature shall fill the vacancy by appointment in the same manner that the original member was appointed.

*E. Services Provided to the Legislative Committees:*

In order to guide the work of each committee efficiently and effectively, each committee chair may seek the assistance of the Clerk of the Legislature. This service shall include secretarial and recording facilities, the taking of minutes of meetings, including actions voted on, correspondence, reports and research assistance.

Requests from any committee Chair to the Executive Branch shall be routed through the Clerk, who shall prepare a written request and monitor compliance with the requests. This procedure shall also be followed by committee seeking the counsel of or testimony from any official, department head or employee of the Executive Branch, or any special services, reports or data from any department or unit of the Executive Branch.

Assistance from or counsel of elected officials such as the County Clerk, or the District Attorney, or Sheriff shall be relayed directly to the individual official by the Clerk.

Counsel to the Legislature may be contacted directly by the Clerk to arrange for such legal and other appropriate services as may be required by any committee. This includes drafting of resolutions to be presented to the Legislature. Any special services from consultants, technicians or other specialists not

in the regular employ of the County that require the expenditure of County funds must be authorized in advance by the Legislature. See Article V.

F. *Special Committees, Citizen Advisory Committees, Commissions Or Boards and their functions:*

1. **Special Committees of the Legislature** may be created by the Legislature to help it transact its business. Each Special Committee shall be concerned with only one specific and definite purpose and shall be established for a limited duration, either to serve until a specific date or to serve until it completes its specific assignment. Special Committees shall be limited solely to members of the Legislature. The Chair of the Legislature shall appoint members of such Special Committees, subject to the approval of the Legislature. Special Committees shall establish their own regular meeting dates, and shall be governed by the Rules of Order and Procedure as outlined in Article IV.

2. **Citizens' Advisory Committees, Commissions**

The Legislature may appoint Citizens' Advisory Committees and Commissions. At the time of the appointment of each of these bodies, the Legislature may appoint a member as liaison or ex-officio. These bodies may be created by the Chair of the Legislature with the approval of the Legislature, or upon its own initiative by a majority of the entire Legislature, The Committees and Commissions shall serve the Legislature.

The Citizens' advisory body shall be composed of residents of Putnam County and where possible, shall contain a representative from each Town in the County. The appointment of the Chair and officers and the numerical and geographic make-up of the body shall be approved by the Legislature. Members may set their own meeting agenda.

A Citizens' Advisory body shall be established for a limited time until it has completed its task or until abolished by the Legislature.

**IV. RULES OF ORDER AND PROCEDURE:**

Roberts' Rules of Order, Newly Revised, shall be the specific rules of order and procedure for the conduct of the meetings of the Putnam County Legislature and of its committees, citizen advisory committees or commissions, insofar as they are applicable and not inconsistent with the Rules of Proceedings contained in this manual.

The Standing Committee on Rules and Enactments shall be responsible for the correct procedure within the rules. A question on the proper application of any rule, or if no rule can be found to clearly apply in a given instance shall be referred to the Rules Committee for interpretation or remedy.

Each and every meeting of the Putnam County Legislature and its committees, boards and commissions shall be open to all members of the public, unless otherwise specified by law.

**Rule 1- Roll Call:**

Each and every meeting shall be called to order at the time appointed by the Chair and the Clerk shall call the roll and enter the names of those committee members present or absent in the minutes. If a quorum is not present for a Committee meeting, the Chairman of said Committee may temporarily replace any member of that Committee who is not present with another member of the Legislature (See Section III (B) (3).) If a quorum is not present for a Full or Special Meeting the member(s) attending must call for an Adjourned Meeting, requesting the Clerk to issue an appropriate notice, setting time and date for a new meeting.

Names of any members of a Committee of the Legislature arriving late or departing early for a committee meeting shall be inserted in the minutes of the meeting by the Clerk, noting the time of arrival or departure. Also the names of any members of the Legislature arriving late or departing early for a meeting of the Legislature shall be inserted in the minutes of the meeting by the Clerk, noting the time of arrival or departure.

**Rule 2 - Quorum:**

A majority of the entire Legislature or of any Standing or Special Committee or Advisory Commission shall constitute a quorum for the transaction of its business except that a lesser number may be present to vote to adjourn a meeting.

**Rule 3 - Manner of Accepting Minutes:**

The minutes of the preceding meeting or any portion thereof, of the Legislature shall be read at the request of any Legislator who wishes to enter objections, alterations or additions. Otherwise, the minutes of the preceding meeting shall be automatically approved without formal actions.

**Rule 4 - Exercise of Power of the Legislature:**

A Power of the Legislature, except as otherwise provided, shall be exercised through a Local Law Act, Ordinance or Resolution duly adopted by the Legislature. In each calendar year, each Local Law, Ordinance or Resolution shall be numbered consecutively and dated and be given a title concisely stating the subject matter thereof.

**Rule 5 (A) - Order of Business:**

The Order of Business at each meeting of the Legislature shall be as follows:

1. Pledge of Allegiance
2. Legislative Prayer
3. Roll Call of the Legislators
4. Acceptance of the Minutes
5. A statement that communications from government officials,  
Departments and agencies has been summarized and attached

to the Agenda. The subject text is available in the Office of the Clerk of the Legislature. There shall be no public discussion of the aforementioned unless brought up under new business.

6. Consideration of reports of Citizens' Advisory Committees or Commissions and ~~Boards and~~ Petitions from members of the public:

There shall be no public discussion of the aforementioned unless brought up by new business.

7. Unfinished Business:
8. Reports of the Standing and Special Committee will be delivered with the presentation of pre-filed Resolutions and Local Laws, etc., for discussion and vote.
9. Presentation of a pre-filed request from a Legislator shall be referred by the Chair to the appropriate committee, unless a majority of the Legislators present and voting, authorize same to be discussed and voted upon.
10. Presentation of new business: any item that was not on the agenda by any Legislator for discussion is subject to a unanimous vote of the members present and voting to suspend the rules pursuant to Rule 24
11. Recognition of Public on agenda items.
12. Recognition of Legislators.
13. Adjournment of Meeting:

**Rule 5 (B) - Remove from Agenda:**

Any item may be removed from the agenda by a majority vote of the members present and voting without debate on the issue.

**Rule 6 - Chair to Preside:**

The Chair of the Legislature shall preside at all regular and special meetings of the Legislature. The Chair shall preserve order and decorum, confine discussion to the matter at issue and decide questions of order, subject to appeal by the Legislature. The Deputy Chair shall preside in the event of the Chair's absence for not more than one consecutively held meeting. In the event the Chair shall miss a second consecutive meeting, the Legislature shall appoint a temporary chair for that meeting.

**Rule 7 - Appeal of a Decision of the Chair:**

On any duly seconded motion appealing a decision of the Chair on a matter of order, the Chair may first state the reason for its decision, after which any Legislator may speak on the subject and will not be recognized again until all Legislators have had the opportunity to speak on that subject before the Chair puts the question: "Shall the Chair's ruling be sustained?" The question shall then be decided without debate by roll call vote of a majority of the Legislators present, excluding the Chair, who shall not vote on such an appeal.

**Rule 8 - When the Chair May Speak:**

The Chair of the Legislature may speak on any matter pending before the Legislature in his capacity as a Legislator and may do so without designating another Legislator to serve as temporary Presiding Chair, unless he so desires.

**Rule 9 - When the Chair May Vote:**

The Chair of the Legislature shall be entitled to one vote, equal and similar to all other Legislators on all matters except the aforementioned appeal proceeding. (See Rule 7).

**Rule 10 - Majority Vote Necessary:**

A majority of the entire Legislature shall be required to carry any question, proposition, resolution, local law or motion, except when otherwise provided in these rules or by statute or the Putnam County Charter calling for a two-thirds majority or some other vote. A tie vote on any matter before the Legislature shall be deemed a defeat and the question shall be lost.

**Rule 11. Addressing the Chair**

Every member wishing to speak to a question or make a motion shall gain attention by raising his hand and the Chair shall recognize the member entitled to the floor by stating his/her name. Members so recognized for the purpose of addressing the Legislature shall address the Chair and confine their comments to the question under consideration.

**Rule 12 - Debate Limitation:**

No member shall be allowed to speak more than once on any subject until every other Member choosing to be heard on the subject, shall have spoken. Debate may be limited or extended by a two-thirds vote of the Members present and on a motion to limit or extend a debate; an immediate vote shall be taken without further discussion.

**Rule 13 - Recognition of Persons Not Members of the Legislature:**

Persons who are not members of the Legislature may by consent, be permitted to speak during debate. Such consent shall be given by the Chair, subject to a two-thirds override by members of the Legislature who are present.

**Rule 14 - Referrals to Committees:**

- A. All petitions, reports, motions, resolutions and communications requiring legislative committee review shall be referred by the Legislative Chair, without motion, to the Legislative Committee having charge of the subject at hand. This does not preclude any committee chairperson from placing items on a committee agenda without the approval of the Legislative Chair.

- B. Once a resolution or local law has been placed on a legislative committee agenda for consideration, said resolution or local law cannot be forwarded to the Full Legislature unless the legislative committee has forwarded the recommendation to the Legislature by resolution or local law. Once 60 days have passed from the date the resolution or local law was first placed on a legislative committee agenda for review and after any additional extension period has expired, an individual legislator may bring the resolution or local law to the Full Legislature, providing the resolution or local law has been reviewed as to form by the County Attorney or Legislative Counsel. The resolution or local law must also be submitted five days prior to the meeting date and the resolution or local law is listed as an agenda item for that meeting.
- C. Ordinarily the Legislature shall consider only those matters that have been studied previously by the appropriate Standing Committee. However, the Legislature may consider any matter without Committee study, and approval, with a majority vote of the Legislature, providing the issue comes to the Full Legislature in resolution form.

**Rule 15 - Enactment of Legislation:**

- A. (1) Introduction of a question: All petitions, reports, motions and resolutions shall be introduced by a standing committee, except those made from the floor pursuant to the procedure of the Legislature. Requests or proposals from the Executive branch which might result in a resolution shall be made through the Chair of the Legislature.
- (2) In order to be placed on the Agenda of the next scheduled meeting, all such petitions, reports, motions, proclamations, resolutions and any other requests, except local laws, shall be filed with the Clerk of Legislature at least seven (7) days before the meeting date.
- (3) Local laws shall be filed with the Clerk of the Legislature to enable compliance with Municipal Home Rule Section 20 (4) for service upon Legislators.
- (4) All motions, except those reported from a standing committee, whether pre-filed or made from the floor shall require a second before debate and vote or a second before vote, on matters that are debatable. The subject matter of a Committee resolution shall be limited to matters within the assigned province of the Committee. If the matter under question or some aspect of it falls within the province of more than one committee, any of these committees may offer the resolution. All Resolutions or Local Laws submitted to the Legislature shall have a statement to indicate what the fiscal impact will be for the current fiscal year and the ensuing year.

- B. When Debate is in Order: After a motion has been made and seconded, where needed, if requested by any legislator, it shall be restated by the Chair or read by the Clerk before being put before the Legislature for debate.
- C. Moving the Question: The Legislature can order the closing of a debate on a motion stating: "I call the question on (specify the motion)." An immediate vote shall be taken without debate or amendment, with a two-thirds majority required to close debate in this manner, providing any member who has not exhausted his/her right to debate desires the floor.
- D. Voting Procedure: At the close of debate, the motion shall, if requested by any legislator, be restated by the Chair, or read by the Clerk, before it is voted upon. Votes of the Legislature may be made by a voice vote or show of hands. On the request of any member or the Chair, there shall be a roll call vote. The Clerk of the Legislature shall call the roll in alphabetical order except for the Chairman who shall vote last and record in the minutes how each legislator voted. Every Legislator present when the question is stated from the Chair, shall vote on the questions, unless he abstains from voting and states his reason for abstaining. A Legislator's vote will be recorded in the affirmative unless he expresses his view in the negative or abstains as aforesaid. A member shall have the right to change his vote in accordance with Rule 20.

**Rule 16 - Effective Date of Resolutions:**

All resolutions shall become effective upon their adoption except when otherwise expressly provided by law or in such resolution.

**Rule 17 - When Motions are Receivable:**

When a question is under debate, no motion shall be entertained unless it provides for any of the following:

- a. to adjourn
- b. to lay on the table
- c. to call the previous question/moving the question
- d. to refer to committee
- e. to amend
- f. to extend or limit debate

Any of these motions shall have preference in the order in which they are here stated. The first three motions (a., b., and c.) are neither amendable nor debatable.

**Rule 18 - Motion to Divide the Question:**

If any question contains more than one distinct proposition, it shall be divided by the Chair at the request of any one member.

**Rule 19 - Motion to Lay on the Table:**



A motion to Lay/Defer on the Table is acceptable after debate has begun and at any time during debate before the vote on said motion has begun. A motion to Lay/Defer on the Table shall preclude amendments and debate on the main question, only if all Legislators had the opportunity to speak once on the main question. There shall be no debate on such a motion and the matter shall be put to an immediate vote. A majority vote of those present shall be necessary to Lay/Defer on the Table. A motion to Lay/Defer on the Table may be for an indefinite period or a specified period of time. In addition, at the discretion of the Chair a motion to Lay/Defer on the Table may be referred to the appropriate Committee subject to an override by the majority of the Legislature.

**Rule 20 - Motion to Reconsider:**

A motion to reconsider any resolution or motion shall be entertained by the Chair when it has been moved by a Legislator and when such motion to reconsider is to be voted upon at the same meeting, wherein said motion was passed, or at the continuation of a recessed meeting, where said motion was passed. Such a motion to reconsider shall require the affirmative vote of a majority of the Legislature.

**Rule 21 - Motion to Take from the Table:**

All reports, resolutions and other matters laid on the table may be called therefrom under “Unfinished Business” in the regular order of business. However, no report, resolution or other matter laid indefinitely on the table shall be called from the table except by consent of a majority of those present.

**Rule 22 - Withdrawal of a Motion:**

After a motion is stated by the Chair, it shall be in possession of the legislature, but it may be withdrawn by the introducer, with the consent of any seconder, at any time before a decision or amendment is made, providing there is no objection. Withdrawal shall then be achieved by a consenting vote of a majority of the Legislators present.

**Rule 23 - Amendment of the Rules:**

The Legislature may amend its rules by a majority vote of all of its members at any time after giving members five (5) days’ notice, accompanied by a written copy of the proposed amendment unless otherwise provided by law.

**Rule 24 - Change of the Rules:**

- A. The Board may, by unanimous vote of those present and voting, waive or suspend any rule of the Board, so long as it does not conflict with any Charter provisions. A motion to take a matter out of order and advance it or delay it on the Agenda shall need only a majority vote.
- B. The rules of the Legislature for the preceding year shall remain in effect at the first meeting of each year and until the formal adoption of the rules for the current year.

**Rule 25 - Communications From County Executive:**

Any communication, recommendation or other matter received from the County Executive with a message requesting immediate (emergency) consideration must be filed with the Clerk of the Legislature.

**Rule 26 - Regular Meetings of the Legislature:**

Regular Meetings of the Putnam County Legislature shall be held monthly at 7:00 PM, on the first Tuesday, except when a holiday falls on the regularly specified date, the meeting shall be held the next business day unless the Legislature decides otherwise. The Clerk of the Putnam County Legislature shall place in each Legislator's Legislative mailbox a written notice stating the date, time and place of each meeting at least five (5) days prior to the date of the meeting, or if requested by an individual Legislator, said written notice shall be mailed, faxed or e-mailed to said Legislator. Said notice shall state the subject matter of all resolutions, ordinances and local laws to be voted on at such meeting. A member may waive the service of notice in a signed statement. NOTE: Local laws also need to comply with Section 20(4) of the Municipal Home Rule Law.

**Rule 27 - Special Meetings and Service of Notice:**

The Special Meetings shall be held at the call of the Clerk of the Legislature upon direction of the Chair and four other Legislators, or upon written request signed by a majority of the entire Legislature. Notice in writing stating date, time, place and purpose of the Special Meeting, shall be placed in the legislative mailbox of each legislator. Supplemental notification shall be by U.S. Mail, e-mail, facsimile or other reasonable means of communication or as requested by any Legislator in writing to the Clerk of the Legislature to each member of the Legislature by the Clerk of the Legislature. Additionally a notice of Special Meeting may be served upon a member of the Legislature pursuant to Article 3 of the CPLR. Such personal notice shall be made at least forty-eight (48) hours in advance. Only business specified in the notice thereof may be transacted at a special meeting. A member may waive the service of notice in a signed statement.

**Rule 28 – Additional Materials: (formerly Rule 29)**

- a) No additional materials or items to be added to an agenda shall be accepted at any Legislative Committee Meeting or a Meeting of the Full Legislature without a letter of necessity from the sponsoring Putnam County Elected Official with full explanation as to the nature of the urgency and the potential impact on failure to act immediately.
- b) The acceptance of such additional materials or agenda items shall be subject to a two-thirds super majority vote of the members present at either a Legislative Committee Meeting or a Meeting of the Legislature.

**Rule 29 - Adjournment: (formerly Rule 28)**

A motion to adjourn a meeting shall always be in order, except while a vote is being taken and such motion shall be decided without debate. At the hour of Eleven PM, all discussion will be ceased and if

possible, a vote will be taken on the question at hand. If the matter discussed demands further consideration, unless the meeting is extended under Rule 24, it shall be automatically tabled and be considered at the next regular meeting under “Unfinished Business,” Rule 5 (a) (6), on the Agenda.

**Rule 30 – Protection of Confidential Material**

No member of the Legislature shall disclose Confidential Material except as provided for in Chapter 55 (Ethics, Code of, and Financial Disclosure) of the Putnam County Code. The term “Confidential Material” as used in this Rule shall have the same meaning as in Chapter 55, but shall also include any information obtained or discussed in any executive session meeting of the Legislature or of any of its Committees, but shall not include information required to be made public pursuant to New York State Public Officers Law Article 7 (Open Meetings Law). Violation of this Rule shall be grounds for Censure of a Legislator pursuant to Section II. G. of this Legislative Manual.

**V. RELATIONSHIP BETWEEN THE LEGISLATURE AND EXECUTIVE BRANCH:**

The Legislature and Executive Branches of the Putnam County Government shall be separate and coequal, as established by the Putnam County Charter. The Legislature shall be responsible for determining policy through the enactment of legislation and for appropriating funds and levying taxes. The Executive Branch shall be responsible for the efficient administration of the County’s government. A smooth process of communication between the Legislature and the Executive Branch shall be essential to the efficient conduct of County business and government. A process for communication is outlined in the following paragraphs:

- A. Requests by any Legislator on behalf of the Legislature for any type of information or cooperation from the Executive Branch, shall be made through the Clerk of the Legislature to the County Executive, who in turn shall channel each request to the appropriate unit under his jurisdiction or deal with it himself. Nothing shall prevent any individual Legislator in the performance of his/her duties from contacting or receiving any information from any unit of County government.
- B. Requests for information from elected County officials shall be made through the Clerk of the Legislature’s Office, to the official concerned (District Attorney, County Clerk, Sheriff, Coroners), with an informational copy being sent to the County Executive.
- C. Any matters concerning legislation of interest to members of the Executive Branch shall be channeled through the County Executive’s office to the Clerk of the Legislature and the Chair of the appropriate Legislative Committee. After communications have passed through the appropriate channels, direct meetings between the members of the Executive Branch and the Committees of the Legislature shall be in order.
- D. Any request by the Executive Branch for a resolution or local law shall be presented to the Legislature in a proposed final form approved by the Department of Law. This process is designed to facilitate normal processes of communication and cooperation between the

Legislature and the Executive Branch of the Putnam County Government. In emergencies, more direct communication may be considered necessary.

**VI. ANNUAL SWEARING-IN CEREMONY**

- A. The Putnam County annual Swearing-In Ceremony shall be held on the County's last calendar day of the year at 5:00 P.M. in the Historic Courthouse;
- B. The Swearing-In Ceremony shall be limited to the swearing in of elected County, State and Federal officials only;
- C. Guests to be introduced at the ceremony shall be limited to elected County, State and Federal officials who are not participating in the ceremony and any special guest deemed appropriate by the Clerk of the Legislature;
- D. Those participating in the ceremony shall remember that the event is to acknowledge and honor those officials who have been elected or re-elected in the past November general election and shall channel their remarks to accomplish this goal.

**July 17, 2025  
Rules Meeting**

**#8**

**FYI – Litigation Report**