

PREPARING RESOLUTIONS

Effective: January 12, 1981 01-01

Most Recent Revision: February 4, 1997

Objective: To establish procedures for department heads to follow in obtaining Legislature's action on items of County business

Reference: Office of the Clerk of the Legislature; Rules of the Legislature

Policy of the Legislature:

1. A listing showing the areas of responsibility for each standing or special Legislature committee is forwarded to department heads each year by the Legislature office. The department head must notify the Chairman of the appropriate committee, in writing, at least five (5) working days prior to a committee meeting, of items to be discussed, with a copy to the County Administrator's office. Department heads are not authorized to bring items directly before the Legislature.
2. If the committee approves the item of business, the department head will give a draft resolution to the Clerk of the Legislature or, if a Personnel matter, to the Commissioner of Personnel. The information provided to the Clerk of the Legislature or to the Commissioner of Personnel must include, whenever needed, appropriate funding in the correct account code(s), and must be received by the Clerk of the Legislature or the Personnel Commissioner within one (1) working day after Legislature Committee action.
3. All motions and resolutions to be acted upon at any regular monthly meeting shall be filed in the Office of the Clerk of the Legislature not later than 5:00 p.m. one (1) week preceding the Legislature meeting. At special Legislature meetings, resolutions must be filed not later than 5:00 p.m. on the day preceding the meeting. The Clerk shall prepare an agenda of the order of business for each meeting which shall contain the titles of all resolutions to be presented.
4. The Clerk of the Legislature shall ensure that the County Attorney and County Administrator have the opportunity to review draft resolutions prior to preparation of the Legislature agenda.
5. Department heads should take notice of the agenda deadline noted in (3) above and allow sufficient time before a scheduled Legislature meeting for the procedure described in this policy.
6. The Chairman or another member of the committee originating the resolution will introduce it on the floor at a regularly scheduled meeting of the Legislature.