

# THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
Carmel, New York 10512  
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Daniel G. Birmingham *Chairman*  
William Gouldman *Deputy Chair*  
Diane Trabulsy *Clerk*



Nancy Montgomery	Dist. 1
William Gouldman	Dist. 2
Toni E. Addonizio	Dist. 3
Laura E. Russo	Dist. 4
Jake D'Angelo	Dist. 5
Thomas Regan Jr.	Dist. 6
Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

## AGENDA

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

**Members: Chairwoman Sayegh and Legislators Birmingham & Gouldman**

**Tuesday**

**6:00PM**

**March 10, 2026**

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval – 2026 Arts Link Community Regrant Program Funding – Putnam Arts Council**
- 4. Approval – Re-Appointments – Home Improvement Board – Hull, Cusanelli, Lyons, Harnish**
- 5. Approval – Discussion – Legislative Counsel Proposals**
  - a. Legislator Birmingham Proposal**
  - b. Legislator D'Angelo Proposal**
  - c. Legislator Sayegh Proposal**
- 6. Approval – Discussion – Taxpayer Transparency Act Proposals**
  - a. Legislator Russo Proposal**
  - b. Legislator Sayegh Proposal**
- 7. Approval – Discussion – Taxpayer Bill of Rights Proposals**
  - a. Legislator Russo Proposal**
  - b. Legislator Birmingham Proposal**
- 8. Approval – Discussion – Amend Legislative Manual – Process for Proclamations**
- 9. FYI – Litigation Report**
- 10. Other Business**
- 11. Adjournment**

#3

**Edward Gordon**

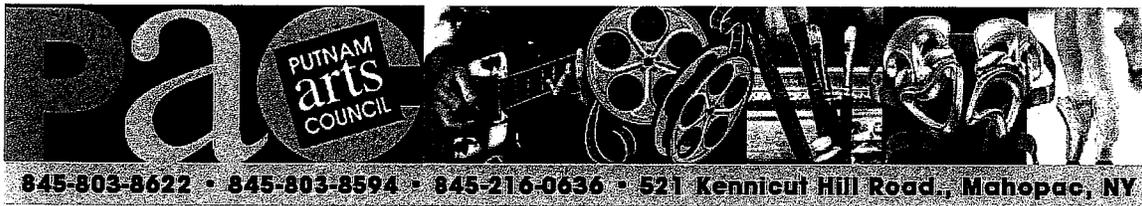
**From:** joyce@putnamartscouncil.com  
**Sent:** Thursday, February 12, 2026 4:19 PM  
**To:** Putnam Co Legislature  
**Subject:** putnam arts council's arts link grant program for 2026  
**Attachments:** Putnam County letter regarding regrants for 2026.doc; 2026 program overview.doc; 2026 Regrant Awards Putnam County .doc; The Putnam Arts Council 2026 grants panel.doc

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**From:** joyce@putnamartscouncil.com <joyce@putnamartscouncil.com>



February 12, 2026

Attn:  
 Diane Trabulsy,  
 Legislative Clerk, for the Putnam County Legislature  
 via email to: [putcoleg@putnamny.gov](mailto:putcoleg@putnamny.gov)

**Hi Diane –**

Attached is the correspondence regarding the 2026 Arts Link Community Grant Program.  
 If possible, could you let me know when the Rules Committee schedules their March Meeting?  
 We want to be included on that Agenda, please; bot me and Mary Beth Becker (grants coordinator).

Let me know if you need anything further and could you please confirm receipt.

Sincerely,

*Joyce*  
 Joyce Picone  
 President & Executive Director

Putnam Arts Council  
521 Kennicut Hill Road  
Mahopac, NY 10541  
t: 845-803-8622



[www.PutnamArtsCouncil.com](http://www.PutnamArtsCouncil.com)

***Putnam Arts Council @ the Belle Levine Art Center  
521 Kennicut Hill Road, Mahopac, NY 10541***

To: Diane Trabulsy for the Putnam County Legislature

From: Putnam Arts Council

Date: 2/12/26

Re: Funding Recommendations for the 2026 Arts Link Community Regrant Program (formerly Putnam Arts fund)

The Putnam Arts Council's independent Grant Review Panel determined funding award recommendations for the 2026 Arts Link Community Arts Program (formerly the Putnam Arts Fund) at a meeting held on February 8, 2026. These funding recommendations are submitted for approval to the Putnam County Legislature (see separate listing of funding recommendations). The Putnam Arts Council administers its community re-grant program supported with public funds from Putnam County and with public funds from the New York State Council on the Arts with support from the NYS office of the Governor and the NYS Legislature. Our Program is essential to the continued growth of the arts county wide and to our ability to foster quality arts programs for the enrichment of our residents and to encourage cultural tourism for the benefit of the entire County. Our Program is comprised of an ongoing and detailed process:

- The first step is to provide technical assistance to each potential applicant through informational seminars and meetings held onsite and virtually. Informational seminars are presented by the Executive Director along with our Grants Coordinator.
- The second step is to create an independent panel of individuals from throughout the County who are willing and able to review the applications and make informed funding recommendations. The review panel is representative of a variety of community members and a variety of backgrounds and interests who reside throughout the Putnam County area.
- The third step is to familiarize new panel members with regrant program goals, policies and procedures and provide the entire panel with copies of applications for review.
- The fourth step is to convene the panel at the annual Panel Meeting where they discuss, review, consider, and rank each application with an eye to reward artistic merit and public access and, if possible, to spread the funding to as many Putnam towns as possible.
- The progress and success of each funded project is monitored through mid-year and final reports from the recipients as well as through ongoing project audits by PAC representatives.

100% of County funding is disseminated to cultural organizations and community non-profits throughout Putnam County.

I have separately provided:

- An Arts Link Community Regrant Program overview.
- A list of Re-grant review panel members for 2026
- A list of the grants panel funding recommendations for the projects supported with Putnam County's \$15,000 contribution to the Program.

It is our hope that you will be able to present these recommendations at the next Rules, Enactments and Inter-Governmental Relations meeting followed by a review of the full Legislature. I am available for any questions that may arise.

Sincerely,

*Joyce Picone*

*President & Executive Director*

Putnam Arts Council  
at the Belle Levine Art Center  
521 Kennicut Hill Road  
Mahopac, NY 10541  
t: 845/803-8622; 845/216-0636



*Putnam Arts Council's  
Arts Link Community Grant Program 2026*

***Program Overview***

The Putnam Arts Council serves as an outside agency for Putnam County and manages the Arts Link Community Grant Program supported with public funds from Putnam County. The Program is managed and monitored by the Putnam Arts Council and provides public funds to artists, arts organizations, and Putnam County community non-profits, fostering quality arts projects and activities that are open to the public and offered throughout Putnam County. Goals of the Arts Link Program include supporting programs that enrich and elevate the quality of life for County residents, expanding opportunities for artists and arts organizations, and developing audiences for the arts. The Program also connects artists with their communities, promotes discussion and interaction, and encourages cultural tourism.

The 2026 Arts Link Program received 23 funding requests from Putnam community non-profits throughout totaling \$100,500 with available Program funding at \$85,000 which represents a 9.2% increase in funding requests from the previous year. The grant funds are comprised of \$15,000 in public funds from Putnam County and the balance of \$75,000 through the NYS Council on the Arts with support from the Office of the Governor and the NYS Legislature.

The 2026 Program will support 23 grants, 7 of which will receive funding through County dollars. Some projects receive only Putnam County dollars while others receive a combination of County and State funds. Some receive only State funds. A list of panel funding recommendations for FY26 is provided under separate cover.

The Program serves residents of all ages and interests including children, teens and seniors with quality arts projects that are open to the public and provides work opportunities for visual, performing, and literary artists from Putnam County and the region. This year the Program will support projects in music, dance, theater, literature, visual art, and multi-disciplinary projects.

An independent panel of community members meets to review and evaluate all applications and to recommend funding for the projects. The panel is comprised of artists and community members who are familiar with the arts in general have attended art programming in Putnam County. Evaluations are based on the project's artistic merit as well as its ability to reach a broad audience throughout the County, generate the most benefit to the community, and support the professional development of artists and arts groups. Program diversity (visual, performing, literary) is also a consideration. Ratings determine funding decisions. These decisions are presented to Putnam County Legislature for their consideration. The Board of the Putnam Arts Council

received panel recommendations, and they review and approve the recommendations prior to County review.

PAC does not retain an administrative fee for the County-funded portion of the re-grant program; 100% of the \$15,000 in grant funding is disseminated to the applicants.

The Arts Council stays connected to the Program's award recipients year-round providing guidance and technical support as needed. Projects are audited by PAC staff and panel members as well as Board and community volunteers. PAC requires final project reports.

Once projects begin, PAC helps to market them advertising online and in print through our bi-monthly *Cultural Arts Calendar*. The *Calendar* is made available at public sites throughout the County as well at sites where funded projects are taking place (libraries, art centers, historical sites etc.). The *Calendar* is also shared with the Putnam County Tourism Department who is most supportive in posting and sharing.

**The Putnam Arts Council**  
**2026 Arts Link Grants Panel**

**Donald Osborne** – of Putnam Valley teaches children's theatre in NYC public schools

**Amanda Hanaburgh** – of Holmes, NY works for Putnam County government and has taken classes at the Arts Council

**Sherry Mayo** - of Mahopac is an artist and head of the digital arts program at Westchester Community College in Peekskill

**Robin Esser** and **Rebecca Rabinowitz** – represent Patterson/ Brewster and both actively participate in the arts in their area

**Debra Broshi** – of Garrison is a playwright, visual artist and singer who has firsthand engagement with many local arts organizations cross-county

**Putnam Arts Council's**

**2026 Arts Link Community Re-grant Program**

**Total County Funds: \$15,000**

**Total requests: \$100,500**

**Hudson Valley Shakespeare**

Garrison, NY

Community Bake-Off Playwriting Series

Award: \$2,000

**Tompkins Corners Cultural Center**

Putnam Valley, NY

The John Cohen Memorial Concert Series

Award: \$3,500

**Brewster Theater**

Carmel, NY

A Cricket's Tale an original musical based on the story of "Pinocchio".

Award: \$3,000

**Town of Southeast Cultural Arts Coalition**

Brewster, NY

2026 Brewster Summer Music Series

Award: \$2,000

**Brewster Theater**

Carmel, NY

Into the Woods a musical

Award: \$2,000

**Garrison Art Center**

Garrison, NY

Mentor Program for local high school students and professional artists.

Award: \$1,000

**Arts on the Lake**

Kent, NY

2026 Summer Concert Series

Award: \$1,500

CC: All  
Ruba - 3.10.26

**Diane Trabulsy**

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#4

**From:** contractor  
**Sent:** Thursday, March 5, 2026 11:10 AM  
**To:** Diane Trabulsy  
**Cc:** Michael Budzinski  
**Subject:** HOME IMPROVEMENT BOARD MEMBERS REAPPOINTMENT MEMO  
**Attachments:** 2026 Memo to Leg for HI reappointments.pdf

Good morning, Diane.

Attached find memo for the re-appointment of board members on the Home Improvement Board, along with their letters of intent/resumes.

Please add this item to the Rules/Leg agenda for review and approval.

Thank you.

Athena Arvan

Conf. Sec. – Home Improvement Board

Consumer Affairs  
110 Old Route 6 – Building 3  
Carmel, NY 10512  
845-808-1617, ext 46024

Michael Budzinski, PE  
Director

Edward Pollick  
Compliance Enforcement  
Officer  
William Cremin  
Compliance Enforcement  
Officer

Athena Arvan  
Conf. Secretary  
Lisa Chitioui  
Secretary



*Board Members:*  
Charles Hull – Chairman  
Chris Lyons – Vice Chairman  
Steven Beers  
Chris Cusanelli  
Peter Domin  
Paul Harnish  
Lawrence Koffer  
Stephen Kastuk  
Mike Porcelli

**PUTNAM COUNTY HOME IMPROVEMENT BOARD**  
**Department of Consumer Affairs**  
**Weights & Measures**  
**Trades Licensing & Registration**  
**MEMORANDUM**

DATE: March 5, 2026  
TO: Diane Trabulsy  
Clerk – Putnam County Legislature  
FROM: Athena Arvan  
Confidential Secretary, Home Improvement Board  
RE: Re-appointments to the Home Improvement Board

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The following nominations for re-appointments to the Putnam County Home Improvement Board were made at the December 10, 2025 Home Improvement Board meeting.

**Board Member Re-appointments**

Mr. Charles Hull – Citizen  
Term: 3 years – December 31, 2025 through December 3, 2027  
Vote: ALL AYES – Carried Unanimously

Mr. Christopher Cusanelli – Engineer  
Term: 3 years – December 31, 2025 through December 3, 2027  
Vote: ALL AYES – Carried Unanimously

Mr. Christopher Lyons – Tradesman  
Term: 3 years – December 31, 2025 through December 3, 2027  
Vote: ALL AYES – Carried Unanimously

Mr. Paul Harnish – Contractor  
Term: 3 years – December 31, 2025 through December 3, 2027  
Vote: ALL AYES – Carried Unanimously

**Board Member Chairman and Vice-Chairman Re-appointments**

Mr. Charles Hull – Chairman  
Term: 3 years – December 31, 2025 through December 31, 2027  
Vote: ALL AYES – Carried Unanimously

Mr. Christopher Lyons – Vice Chairman  
Term: 3 years – December 31, 2025 through December 31, 2027  
Vote: ALL AYES – Carried Unanimously

Memos of Intent/Resumes also attached.

We are asking that the Rules Committee place this item on their next meeting agenda.  
Thank you for your consideration.

cc: Michael Budzinski – Director - Office of Consumer Affairs

Donald B. Smith County Government Campus  
110 Old Route Six ✻ Building No. Three ✻ Carmel, New York 10512

A LOCAL LAW PROVIDING FOR A COUNSEL TO THE COUNTY LEGISLATURE

BE IT ENACTED BY THE LEGISLATURE OF THE COUNTY OF PUTNAM AS FOLLOWS:

**Section 1. Definitions.**

- (a) Majority Party shall mean the members of the County Legislature enrolled in the political party representing the largest number of County Legislators.
- (b) Minority Party shall mean the members of the County Legislature enrolled in the political party representing the next largest number of County Legislators.

**Section 2. Findings and Determinations.** The Legislature of the County of Putnam, New York hereby makes the following findings and determinations:

- (a) That the system of checks and balances inherent in the separation of powers of each branch of the government is vitally important to prevent the concentration of power in any one branch of government, thereby protecting individual liberties and preventing one branch of government from having supremacy over another; and
- (b) that in order for the County Legislature to have the capacity to prepare legislation independent of, as well as in cooperation with, the Executive Branch, the County Legislature hereby finds that given the separate branches of County Government, the County Legislature requires Counsel to the County Legislature which is separate from and not dependent upon the approval and resources of the County Executive and Executive Branch; and
- (c) that the Putnam County Legislature hereby finds and determines that the interests and requirements of legislative responsibility and authority will be better served by the creation of the position of Counsel to the County Legislature; and
- (d) that the Putnam County Legislature hereby determines that the interests and requirements of legislative responsibility and authority will be better served by Counsel to the County Legislature providing advice and recommendations to the members of the County Legislature in the drafting of legislation and otherwise and, as desired, in cooperation and consultation with the County Attorney and the Department of Law, provided that such cooperation shall not create or imply any supervisory authority of the County Attorney over such counsel because the role is internal to the legislature, and advisory in nature and therefore in no way contravenes County Law §501 or Article 8 of the Putnam County Code.

**Section 3. Establishment.**

Notwithstanding any other provisions of law, there is hereby established the position of Counsel to the County Legislature to be appointed in the manner and have the powers as provided herein, and such position shall be an employee of the County Legislature

and not of the Department of Law established under Article 8 of the County Charter.

**Section 4. Method of Selection and Tenure.**

(a) At the annual Organizational Meeting of the County Legislature for the year 2030, or as soon as practicable thereafter, there shall be annually be selected a Counsel to the County Legislature to be selected jointly by a vote of not less than 50% of the members of the Majority Party and by a vote of not less than 50% of the members of the Minority Party. In the event that either the Majority Party or the Minority Party are unable to achieve approval by said 50% of the members of the respective party, the position of Counsel to the County Legislature shall remain vacant until such 50% threshold has been achieved in each of the Majority Party and the Minority Party. Prior to January 1, 2030, Counsel to the County Legislature shall be selected at any time prior thereto in the manner as set forth in this paragraph (a).

(b) Counsel to the County Legislature shall hold his or her office until a successor has been appointed.

(c) At the time of his/her appointment, and throughout his/her time in office, the Counsel to the County Legislature shall be duly admitted to practice law in the State of New York.

**Section 5. Powers and duties of the Counsel to the Legislature shall include:**

(a) Oversee the preparation of local laws, ordinances, acts and resolutions upon receipt of a request.

(b) Research problems related to the function, powers and duties of the County Legislature and its employees.

(c) Prepare written reports on the breadth and depth of the function, powers and duties of the County Legislature and its employees.

(d) As requested by any Legislator, attend full Legislative meetings, special meetings and committee meetings.

(e) Provide advice to the members of the County Legislature on Rules of Order and other procedural questions as they arise or as requested during Legislative meetings.

(f) Recommend procedures in connection with the implementation of policy for the County Legislature.

(g) Recommend and coordinate appropriate ways to communicate initiatives and policy of the County Legislature through media and other mechanisms.

(h) Perform a variety of related activities as required, not inconsistent with Section 501 of the County Law and the provisions of this Charter, and the Putnam County Code.

**Section 6. Independence and limitations.**

The Counsel to the County Legislature shall not be part of, supervised by, or subject to removal by the Department of Law or the County Attorney. Counsel to the County Legislature shall be strictly advisory and legislative in nature. Counsel to the County Legislature shall not appear as attorney of record for the County or in any court or administrative proceeding, nor represent the County in litigation or claims. Nothing herein shall affect the authority or responsibilities of the County Attorney under Article 8 of this Charter, including representation of the County and the Legislature in legal proceedings.

**Section 7. Severability.**

If any provision of this Local Law is held to be illegal or invalid for any reason by court of law, such illegality or invalidity shall not affect the remaining provisions hereof, but such provision shall be fully severable, and this Local Law shall be construed and enforced as if such illegal or invalid provision had never been included.

**Section 8. Effective Date.** This Local Law shall take effect forty-five (45) days after its passage and is subject to permissive referendum.

Leg. D'Angelo

#56

**A LOCAL ADMINISTRATIVE LAW UNDER MUNICIPAL HOME RULE LAW SECTION 10  
PROVIDING FOR A COUNSEL TO THE COUNTY LEGISLATURE**

**BE IT ENACTED BY THE LEGISLATURE OF THE COUNTY OF PUTNAM AS FOLLOWS:**

**Section 1. Findings and Determinations.** The Legislature of the County of Putnam, New York hereby makes the following findings and determinations:

- (a) That the system of checks and balances inherent in the separation of powers of each branch of the government is vitally important to prevent the concentration of power in any one branch of government, thereby protecting individual liberties and preventing one branch of government from having supremacy over another; and
- (b) that in order for the County Legislature to have the capacity to prepare legislation independent of, as well as in cooperation with, the Executive Branch, the County Legislature hereby finds that given the separate branches of County Government, the County Legislature requires Counsel to the County Legislature which is separate from and not dependent upon the approval and resources of the County Executive and Executive Branch; and
- (c) that the Putnam County Legislature hereby finds and determines that the interests and requirements of legislative responsibility and authority will be better served by the creation of the position of Counsel to the County Legislature;
- (d) that the Putnam County Legislature hereby determines that the interests and requirements of legislative responsibility and authority will be better served by Counsel to the County Legislature providing advice and recommendations to the members of the County Legislature in the drafting of legislation and otherwise and, as desired, in cooperation and consultation with the County Attorney and the Department of Law, provided that such cooperation shall not create or imply any supervisory authority of the County Attorney over such counsel because the role is internal to the legislature, and advisory in nature and therefore in no way contravenes County Law §501 or Article 8 of the Putnam County Code;
- (e) that the requisite checks and balances will be adequately served and satisfied by the oversight and advice of risk management in consultation with our insurance carrier, when and if appropriate.

**Section 2. Establishment.**

This employment position is established under MHRL§10 under the Legislature's administrative powers to internally govern and regulate the procedures and management of its own office, and under those powers it is hereby established the internal and administrative position of Counsel to the County Legislature Counsel shall be selected by and then hired by the legislature in the manner provided herein, shall have the role and function provided herein, and such position shall be an employee of the County Legislature and not of the Department of Law established under Article 8 of this Charter. Such position will be selected by simple majority upon a vote. Removal can also be effected by simple majority vote as this will be an at-will position.

**Section 3. Method of Selection and Tenure.**

(a) At the annual Organizational Meeting of the County Legislature for the year 2027, or as soon as practicable thereafter, there, annually, shall be selected a Counsel to the County Legislature to be selected by the simultaneous presentation of all candidates to the entire board, and the prevailing candidate shall win by simple majority vote, vacancies shall be filled in this same manner. Removal of any existing counsel, may also be accomplished by a simple majority vote. Prior to January 1, 2027, Counsel to the County Legislature shall be selected as though there is a vacancy.

(b) Counsel to the County Legislature shall hold his or her office until a successor has been appointed.

(c) At the time of his/her appointment, and throughout his/her time in office, the Counsel to the County Legislature shall be duly admitted to practice law in the State of New York.

**Section 4. Scope and Role of the position Counsel to the Legislature:**

(a) Oversee the preparation of local laws, ordinances, acts and resolutions upon receipt of a request.

(b) Research problems related to the function, powers and duties of the County Legislature and its employees.

(c) Prepare written reports on the breadth and depth of the function, powers and duties of the County Legislature and its employees.

(d) As requested by any Legislator, attend full Legislative meetings, special meetings and committee meetings.

(e) Provide advice to the members of the County Legislature on Rules of Order, general parliamentary procedure, and other procedural questions as they arise or as requested during Legislative meetings.

(f) Recommend procedures in connection with the implementation of policy for the County Legislature.

(g) Recommend and coordinate appropriate ways to communicate initiatives and policy of the County Legislature through media and other mechanisms.

(h) Perform a variety of related activities as required, not inconsistent with Section 501 of the County Law and the provisions of this Charter, and the Putnam County Code.

**Section 5. Independence and limitations.**

The Counsel to the County Legislature shall not be part of, supervised by, or subject to removal by the Department of Law or the County Attorney. Counsel to the County Legislature shall be strictly advisory and legislative in nature. Counsel to the County Legislature shall not appear as attorney of record for the County or in any court or administrative proceeding, nor represent the County in litigation or claims. Nothing herein shall affect the authority or responsibilities of the County Attorney under Article 8 of this Charter, including representation of the County and the Legislature in legal proceedings.

**Section 6. Severability.**

If any provision of this Local Law is held to be illegal or invalid for any reason by court of law, such illegality or invalidity shall not affect the remaining provisions hereof, but such provision shall be fully severable, and this Local Law shall be construed and enforced as if such illegal or invalid provision had never been included.

**Section 7. Effective Date.** Pursuant to MHRL §10, this local law shall take effect immediately.

THE PUTNAM COUNTY LEGISLATURE

40 Gleneida Avenue  
Carmel, New York 10512  
Phone (845) 808-1020 • Fax (845) 808-1933  
putcoleg@putnamcountyny.gov

Daniel G. Birmingham *Chairman*  
William Gouldman *Deputy Chair*  
Diane Trabulsy *Clerk*



Nancy Montgomery	Dist. 1
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Daniel G. Birmingham	Dist. 7
Amy E. Sayegh	Dist. 8
Erin L. Crowley	Dist. 9

**MEMORANDUM**

**DATE:** March 5, 2026

**TO:** Amy Sayegh  
Chairwoman, Rules, Enactments & Intergovernmental Relations Committee

**FROM:** Jake D'Angelo  
Legislator, District #5

**RE:** Legislative Counsel Proposal

I respectfully request the Rules Committee's consideration of the attached proposal and ask that it be placed on the agenda. I have revised the proposal so that it is structured as an administrative local law rather than a charter amendment. This ensures it requires only a simple majority vote rather than a supermajority, while preserving the same straightforward, solution-oriented approach of my original proposal.

This is an issue members of this Legislature have debated for more than a year. My proposal establishes legislative counsel so we can finally resolve the matter and move forward to more pressing work.

It is clean and straightforward. No games, no convoluted voting structures, and no complicated terms. Just a simple bill to settle this issue and allow the Legislature to focus on the business of governing.

I hope my colleagues, especially those who have been the most vocal in calling for legislative counsel, will support this proposal as written and move it forward without delay.

Thank you.

Attachment

Leg. Sayegh

#56

**A LOCAL ADMINISTRATIVE LAW UNDER MHRL §10 TO CREATE THE INTERNAL POSITION OF COUNSEL TO THE COUNTY LEGISLATURE.**

**BE IT ENACTED BY THE LEGISLATURE AS FOLLOWS:**

**Section 1.** The Legislature of the County of Putnam, New York hereby makes the following findings and determinations:

(a) That the system of checks and balances inherent in the separation of powers of each branch of the government is vitally important to prevent the concentration of power in any one branch of government, thereby protecting individual liberties and preventing one branch of government from having supremacy over another; and

(b) that in order for the County Legislature to have the capacity to prepare legislation independent of, as well as in cooperation with, the Executive Branch, the County Legislature hereby finds that given the separate branches of County Government, the County Legislature requires Counsel to the Legislature which is separate from and not dependent upon the approval and resources of the County Executive and Executive Branch; and

(c) that the Putnam County Legislature hereby finds and determines that the interests and requirements of legislative responsibility and authority will be better served by the creation of an administrative employee position, internal to the Legislature, titled Counsel to the County Legislature; and

(d) that the Putnam County Legislature hereby determines that the interests and requirements of legislative responsibility and authority will be better served by such Counsel to the County Legislature providing advice and recommendations to the members of the County Legislature, in the drafting of legislation and otherwise and, as desired, in cooperation and consultation with the County Attorney and the Department of Law, provided that such cooperation shall not create or imply any supervisory authority of the County Attorney over such counsel because the role is internal to the legislature, and advisory in nature and therefore in no way contravenes County Law §501 or Article 8 of the Putnam County Code.

(e) that the requisite checks and balances will be adequately served and satisfied by the oversight and advice of risk management in consultation with our insurance carrier, when and if appropriate.

**Section 2.** Establishment.

This employment position is established under MHRL §10 under the Legislature's administrative powers to internally govern and regulate the procedures and management of its own office, and under those powers it is hereby established the internal and administrative position of Counsel to the County Legislature Counsel shall be selected by and then hired by the legislature in the manner provided herein, shall have the role and function provided herein, and such position shall be an employee of the County Legislature and not of the Department of Law established under Article 8 of this Charter. Such position will be selected by simple majority upon a vote. Removal can also be effected by simple majority vote as this will be an at-will position.

**Section 3.** Procedure for Appointment & Scope of Role

(a) The members of the County Legislature shall at the Organizational Meeting in January or as soon thereafter as practicable, and annually thereafter, appoint a Counsel to the County Legislature. Such Counsel shall be chosen by a simple majority upon a vote of the members of the County Legislature. In the event of a vacancy in the office of Counsel to the County Legislature, whether by voluntary resignation or removal, a replacement may be chosen thereafter by the same procedure.

(b) Committee Interviews.

Candidates for position of Counsel to the County Legislature shall be initially interviewed by a committee comprised of members appointed by the Chair of the legislature, the Committee shall be permitted to provide recommendations and background information on each candidate as obtained through the interview process for the benefit of the legislature, but irrespective of the committee's recommendation, all candidates shall be presented to the full legislature and shall be subject to majority vote wherein if the vote involves three (3) candidates or more, such vote will be presented by all candidates being named and each legislator shall name which candidate he or she is voting for, with the candidate with the majority of votes prevailing.

(c) Scope of Role for the Position Counsel to the County Legislature:

(1) Oversee the preparation of local laws, ordinances, acts and resolutions upon receipt of a request.

(2) Research problems related to the function, powers and duties of the County Legislature and its employees.

(3) Prepare written reports on the breadth and depth of the function, powers and duties of the County Legislature and its employees.

(4) As requested by any Legislator, attend full Legislative meetings, special meetings and committee meetings.

(5) Provide advice to the members of the County Legislature on Rules of Order, general parliamentary procedure, and other procedural questions as they arise or as requested during Legislative meetings.

(6) Recommend procedures in connection with the implementation of policy for the County Legislature.

(7) Recommend and coordinate appropriate ways for legislators to communicate the initiatives and policies of the County Legislature through media and other mechanisms.

(8) Perform a variety of related activities as required, not inconsistent with Section 501 of the County Law and the provisions of the County Charter, and the Putnam County Code.

(c) At the time of counsel's appointment, and throughout counsel's time in office, the Counsel to the County Legislature shall be duly admitted and in good standing demonstrated by certificate to practice law in the State of New York.

(d) Independence and limitations.

The Counsel to the County Legislature shall not be part of, supervised by, or subject to removal by the Department of Law or the County Attorney. Their functions shall be strictly advisory and legislative in nature. They shall not appear as attorneys of record for the County or in any court or administrative proceeding, nor represent the County in litigation or claims. Nothing herein shall affect the authority or responsibilities of the County Attorney under Article 8 of this Charter, including representation of the County and the Legislature in legal proceedings..

**Section 4.** Severability.

If any provision of this Local Law is held to be illegal or invalid for any reason by court of law, such illegality or invalidity shall not affect the remaining provisions hereof, but such provision shall be fully severable and this Local Law shall be construed and enforced as if such illegal or invalid provision had never been included.

**Section 5.** Pursuant to MHRL §10, this local law shall take effect immediately.

Leg. Russo

#6a.

Current as of 1/29/26

A LOCAL LAW TO AMEND THE CODE OF THE COUNTY OF PUTNAM BY ADDING CHAPTER 222, ENTITLED "TAXPAYER TRANSPARENCY"

Be it enacted by the Legislature of the County of Putnam as follows:

**Section I.**

Chapter 222 of the Code of the County of Putnam is hereby added as provided hereinafter:

**CHAPTER 222**

**TAXPAYER TRANSPARENCY**

**§ 222-1 Title.**

**§ 222-2 Legislative intent.**

**§ 222-3 Searchable budget database website created.**

**§ 222-4 Taxpayer Participation in budget process**

**§ 222-5 Electronic public access to meetings and information**

**§ 222-6 Severability.**

**§ 222-7 Repealer.**

**§ 222-1 Title.**

This chapter of the Code of Putnam County shall be entitled and known as the "Taxpayer Transparency Act."

**§ 222-2 Legislative intent.**

The Legislature finds that taxpayers should have easy access to information on how the County is spending their tax dollars, what performance results are achieved for those expenditures, and the legislative process in general regarding County spending. It is further the intent that this access can be achieved by transparency in the County budget process, including a searchable budget database website and easier access to Legislative meetings and public hearings through live streaming to the public.

**§ 222-3 Searchable budget database website**

The Commissioner of Finance shall maintain and make publicly available a single, searchable budget database website including the required data for the most recent County budget. The website shall be given a unique website address and a link to that address shall be on the County's official website.

**§ 222-4 Taxpayer Participation in Budget Process**

Following the County Executive addressing the Budget and Finance Committee at its public hearing pursuant to § 7.04(b)(3) of the Charter and before the adoption of the final annual

operating budget, the County Executive shall hold at least one (1) public hearing on the proposed tentative budget.

**§ 222-5 Electronic public access to meetings and information.**

- A. The Putnam County Legislature shall make all meetings of the Legislature or its subcommittees available for public viewing in real time by live video stream. A link to the live stream shall be conspicuously posted and made available on the Legislature's website at least twenty-four (24) hours prior to the meeting.
- B. Except in the case of executive sessions held pursuant to N.Y.S. Open Meetings Law § 105, the Legislature shall ensure that members can be heard, seen, and identified at all times, when the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
- C. All public hearings held by the County Executive pursuant to § 3.04-B of the Charter shall be available for public viewing in real time by video live stream.
- D. Each meeting or hearing that is live streamed shall be recorded and such recordings linked or posted online within five (5) business days following the meeting/hearing and shall remain so available for a minimum of five (5) years thereafter.

**§ 222-6 Severability.**

If any part or provision of this chapter or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this chapter or the application thereof to other persons or circumstances. The County of Putnam hereby declares that it would have passed this chapter or the remainder thereof had such invalid application or invalid provision been apparent.

**§ 222-7 Repealer.**

All ordinances, local laws, and parts thereof inconsistent with this chapter are hereby repealed; provided, however, that such repeal shall not affect or impair any act done or right accruing, accrued, or acquired, or penalty, charge, liability, forfeiture, or punishment incurred or owing prior to the time such repeal takes effect, but the same may be enjoyed, asserted, collected, enforced, prosecuted, or inflicted as fully and to the same extent as if such repeal had not been effected. All actions and proceedings, civil or criminal, commenced under or by virtue of any provision of any County of Putnam local law, ordinance or resolution so repealed, and pending immediately prior to the taking effect of such repeal, may be prosecuted and defended to final effect in the same manner as they might if such provisions were not so repealed.

**Section II.**

This Local Law shall take effect on \_\_\_\_\_.

Leg. Sayegh

#66.

Current as of 1/29/26

A LOCAL LAW TO AMEND THE CODE OF THE COUNTY OF PUTNAM BY ADDING CHAPTER 222, ENTITLED "TAXPAYER TRANSPARENCY"

Be it enacted by the Legislature of the County of Putnam as follows:

**Section I.**

Chapter 222 of the Code of the County of Putnam is hereby added as provided hereinafter:

**CHAPTER 222**

**TAXPAYER TRANSPARENCY**

§ 222-1 Title.

§ 222-2 Legislative intent.

§ 222-3 Searchable budget database website created.

~~§ 222-4 Taxpayer Participation in budget process~~

§ 222-4 Electronic public access to meetings and information

§ 222-5 Severability.

§ 222-6 Repealer.

§ 222-1 Title.

This chapter of the Code of Putnam County shall be entitled and known as the "Taxpayer Transparency Act."

§ 222-2 Legislative intent.

The Legislature finds that taxpayers should have easy access to information on how the County is spending their tax dollars, what performance results are achieved for those expenditures, and the legislative process in general regarding County spending. It is further the intent that this access can be achieved by transparency in the County budget process, including a searchable budget database website and easier access to Legislative meetings and public hearings through live streaming to the public.

§ 222-3 Searchable budget database website

The Commissioner of Finance shall maintain and make publicly available a single, searchable budget database website including the required data for the most recent County budget. The website shall be given a unique website address and a link to that address shall be on the County's official website.

~~§ 222-4 Taxpayer Participation in Budget Process~~

~~Following the County Executive addressing the Budget and Finance Committee at its public hearing pursuant to § 7.04(b)(3) of the Charter and before the adoption of the final annual~~

~~operating budget, the County Executive shall hold at least one (1) public hearing on the proposed tentative budget.~~

**§ 222-4 Electronic public access to meetings and information.**

- A. The Putnam County Legislature shall make all meetings of the Legislature or its subcommittees available for public viewing in real time by live video stream **whenever practicable**. A link to the live stream shall be conspicuously posted and made available on the Legislature's website at least **eight (8) hours prior to the meeting**.
- B. Except in the case of executive sessions held pursuant to N.Y.S. Open Meetings Law § 105, the Legislature shall ensure that members can be heard, seen, and identified at all times, when the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
- C. All public hearings held by the County Executive pursuant to § 3.04-B of the Charter shall be available for public viewing in real time by video live stream.
- D. Each meeting or hearing that is live streamed shall be recorded and such recordings linked or posted online within five (5) business days following the meeting/hearing and shall remain so available for a minimum of five (5) years thereafter.

**§ 222-5 Severability.**

If any part or provision of this chapter or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this chapter or the application thereof to other persons or circumstances. The County of Putnam hereby declares that it would have passed this chapter or the remainder thereof had such invalid application or invalid provision been apparent.

**§ 222-6 Repealer.**

All ordinances, local laws, and parts thereof inconsistent with this chapter are hereby repealed; provided, however, that such repeal shall not affect or impair any act done or right accruing, accrued, or acquired, or penalty, charge, liability, forfeiture, or punishment incurred or owing prior to the time such repeal takes effect, but the same may be enjoyed, asserted, collected, enforced, prosecuted, or inflicted as fully and to the same extent as if such repeal had not been effected. All actions and proceedings, civil or criminal, commenced under or by virtue of any provision of any County of Putnam local law, ordinance or resolution so repealed, and pending immediately prior to the taking effect of such repeal, may be prosecuted and defended to final effect in the same manner as they might if such provisions were not so repealed.

**Section II.**

This Local Law shall take effect on \_\_\_\_\_.

APPROVAL/ ESTABLISHING A PUTNAM COUNTY TAXPAYER BILL OF RIGHTS

WHEREAS, the Putnam County Government exists to provide for the health, safety, and well-being of the public, while upholding federal and state law, promoting responsible stewardship of County resources, and treating all residents with dignity, fairness, and respect; and

WHEREAS, the Putnam County Executive and the Putnam County Legislature are committed to transparency, accountability, continuous improvement, and open communication consistent with the County's Mission Statement; and

WHEREAS, all reasonable efforts shall be made for County tax policy to be written as comprehensible as possible to residents in order to foster strong economic activity consistent with the public good\*; and

WHEREAS, general provisions of fiscal matters should adhere to concise language, using plain English in a spirit of clarity and openness; and

WHEREAS, Putnam County seeks to affirm and codify fundamental rights afforded to every taxpayer to enhance trust in how their tax dollars are managed; now therefore be it

RESOLVED, that the Putnam County Legislature hereby establishes the Putnam County Taxpayer Bill of Rights, ensuring that every taxpayer here is entitled to the following:

1. The Right to Know How County Tax Dollars Are Spent

Access to budgets, capital plans, and financial information, including state-mandated spending, in a user-friendly format on the County's official website.

2. The Right to Open and Accessible Budget Proceedings

Live-streaming and archival access to County budget meetings and hearings.

3. The Right to Understand the Countywide Tax System and Its Local Counterparts

Clear descriptions of the County property tax versus school tax, County mill rate, assessments, and the adopted tax levy.

4. The Right to Know Where to Ask Questions About Taxes and Assessments

A clearly identified point of contact for inquiries related to property taxes and assessments.

5. The Right to Understand How and Where to Grieve Taxes

Accessible guidance on the jurisdiction, timeline, and procedures for grieving assessments under New York State law.

6. The Right to Information on County Property Tax Exemptions

A current listing of all County-adopted property tax exemptions permitted under State law.

7. The Right to Know the County Sales Tax Rate and Exemptions

Clear access to information about the County sales tax rate and applicable exemptions.

8. The Right to Know the County's Debt Obligations

Up-to-date information on the County's outstanding debt and long-term financial liabilities.

9. The Right to Know the County's Bond Rating

Public access to the County's current bond rating and related fiscal information.

10. The Right to Know Where the County Invests Its Money

Clear information about the County's investment practices, including permitted investment vehicles, portfolio summaries, and applicable County or State investment policies; and be if further

RESOLVED, that the County Executive and all relevant departments shall publish, maintain, and annually update the Taxpayer Bill of Rights on the County's official website and through appropriate public communications; and be it further

RESOLVED, that this Resolution shall take effect immediately upon its adoption.

APPROVAL/ESTABLISHING THE PUTNAM COUNTY TAXPAYER BILL OF RIGHTS

WHEREAS, the Putnam County Government exists to provide for the health, safety, and well-being of the public, while upholding federal and state law, promoting responsible stewardship of County resources, and treating all residents with dignity, fairness, and respect; and

WHEREAS, the Putnam County Legislature is committed to transparency, accountability, continuous improvement, and open communication consistent with the County's Mission Statement; and

WHEREAS, all reasonable efforts shall be made for County tax policy to be written as comprehensible as possible to residents in order to foster strong economic activity consistent with the public good; and

WHEREAS, general provisions of fiscal matters should adhere to concise language, using plain English in a spirit of clarity and openness; and

WHEREAS, Putnam County seeks to affirm and codify fundamental rights afforded to every taxpayer to enhance trust in how their tax dollars are managed; now therefore be it

RESOLVED that there shall be "Taxpayer Bill of Rights Page" established and displayed in a prominent position on the County's official website (the "Taxpayer Bill of Rights Page") and such page shall be maintained by the County Department of Finance; and be it further

RESOLVED there is hereby established the Putnam County Taxpayer Bill of Rights, to ensure that every taxpayer is entitled to the following:

1. **The Right to Know How County Tax Dollars Are Spent.** To ensure this right, access to budgets, capital plans, and financial information, including state-mandated spending, shall be set forth in a user-friendly format on the Taxpayer Bill of Rights Page.

2. **The Right to Open and Accessible Budget Proceedings.** To ensure this right, live-streaming and archival access to County legislative budget meetings and all public hearings shall be set forth in a user-friendly format on the Taxpayer Bill of Rights Page.

3. **The Right to Understand the Tax Systems of the County and the Local Taxing Jurisdictions.** To ensure this right, clear statements of the County, town, village, school district, fire district, and special district mill tax rates, and the adopted tax levies for each of the foregoing shall be set forth in a user-friendly format on the Taxpayer Bill of Rights Page.

4. **The Right to Know Where to Ask Questions About Taxes and Assessments.** To ensure this right, a clearly identified point of contact for inquiries related to property taxes and assessments shall be set forth in a user-friendly format on the Taxpayer Bill of Rights Page.

5. **The Right to Understand How and Where to Grieve Taxes.** To ensure this right, accessible guidance on the jurisdiction, timeline, and procedures for grieving assessments under New York State law shall be set forth in a user-friendly format on the Taxpayer Bill of Rights Page.

6. **The Right to Information on County Property Tax Exemptions.** To ensure this right, a current listing of all County-adopted property tax exemptions permitted under State law shall be set forth in a user-friendly format on the Taxpayer Bill of Rights Page.

7. **The Right to Know the County Sales Tax Rate and Exemptions.** To ensure this right, clear access to information about the County sales tax rate and applicable exemptions shall be set forth in a user-friendly format on the Taxpayer Bill of Rights Page.

8. **The Right to Know the County's Debt Obligations.** To ensure this right, up-to-date information on the County's outstanding debt and long-term financial liabilities shall be set forth in a user-friendly format on the Taxpayer Bill of Rights Page.

9. **The Right to Know the County's Bond Rating.** To ensure this right, public access to the County's current bond rating and related fiscal information shall be set forth in a user-friendly format on the Taxpayer Bill of Rights Page.

10. **The Right to Know Where the County Invests Its Money.** To ensure this right, clear information about the County's investment practices, including permitted investment vehicles, portfolio summaries, and applicable County or State investment policies shall be set forth in a user-friendly format on the Taxpayer Bill of Rights Page; and be if further

11. **The Right to Know the Salaries of each County Legislator and the County Executive.** To ensure this right, current-year salaries of each County Legislator and the County Executive, along with a comparison to other New York State county legislators and county executives, shall be set forth in a user-friendly format on the Taxpayer Bill of Rights Page; and be if further

12. **The Right to Know the Amount of the County's Fund Balance.** To ensure this right, a statement of the County's last audited fund balance (inclusive of restricted, allocated and unallocated fund balances), along with a statement of what percentage such fund balance is compared to the County's current-year budget, as well as a graphic setting forth a ten-year comparison of such ratio, shall be set forth in a user-friendly format on the Taxpayer Bill of Rights Page; and be if further

RESOLVED that the Taxpayer Bill of Rights Page be maintained by the Department of Finance; and be if further

RESOLVED the Taxpayers Bill of Rights Page shall not bear the name or likeness of any present or past County employee or elected County official; and be it further

RESOLVED that the County Legislature shall annually review and, if necessary, update this Taxpayer Bill of Rights, and be it further

RESOLVED that this Resolution shall take effect immediately.

Reels 3-10-26  
Full 4-7-26 #8

## APPROVAL - AMENDMENT OF LEGISLATIVE MANUAL – PROCESS FOR PROCLAMATIONS

WHEREAS, the Putnam County Legislature recognizes importance and value of the presentation of Proclamations, as they are a formal statement issued to recognize and honor a group event or cause ; and

WHEREAS, the Putnam County Legislature is committed to establishing a process for the submission of a Proclamation to be considered to be presented at a meeting of the Legislature; now therefore be it

RESOLVED, that the Putnam County Legislature directs the implementation of the following process for the submission and consideration of a Proclamation for signature by the Legislative Branch and Executive Branch of the Putnam County Government by incorporating the following as a new item under I. Functions of the Legislature in the Legislative Manual:

### I. FUNCTIONS OF THE LEGISLATURE –

T. The Legislature shall also be responsible for issuing proclamations, as it deems appropriate.

1. Proclamations under this section are defined as ceremonial documents issued for the purpose of celebrating and recognizing achievements, and/or to issue public awareness of positive initiatives or actors within the County.
2. Proclamations are subject to the following criteria and guidelines:
  - i. Proclamations must be sought by the group or entity or a constituent seeking to have such person or entity recognized, or may be sought by any individual legislator on their behalf
  - ii. Proclamations may be sought for a day, week, or month that holds significance either for the cause or event being recognized or by any local, state, or governmental entity or agency.
  - iii. Certificates of Recognition or congratulatory letters may issue for individuals or private businesses, but proclamations by their nature are for group achievements or public awareness purposes.
  - iv. There is no exclusive right to any selected time frame.
  - v. Proclamations are not subject to automatic renewal.
  - vi. The legislature is under no obligation to accept more than one such request within a calendar year, but is not prohibited from honoring such requests in its discretion.
  - vii. Subjects of great controversy, that are polarizing by their nature, and represent ideological beliefs are not appropriate for proclamations or recognitions.
  - viii. Proclamations will not issue for the purpose of stating a County position on a matter.
  - ix. Proclamations will not issue if there is no nexus to the County, its constituents, or a benefit to the County
  - x. The County's policy, procedures, and the well-being of its constituents shall never be violated by any proclamation or recognition.
2. Requests must be made in writing, no less than 30 days prior, and no more than 6 months prior to the requested date of the proclamation, and must include:

- i. Contact information, and a list of all individuals who will appear to accept the recognition with their title
- ii. Three paragraphs beginning with WHEREAS, that state the background of the reason for the recognition
- iii. Day, week, or month to be proclaimed
- iv. How you would like to receive the proclamation: (1) legislative meeting, (2) special event (subject to legislative availability), (3) by mail, or (4) by email.
- v. Date needed.

**and be it further**

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

Rules  
# 8

**ADOPTION of LEGISLATIVE MANUAL**  
**Adopted at the 01/06/2026 Organizational Mtg.**

**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.
- T. The Legislature shall also be responsible for issuing proclamations, as it deems appropriate.
1. Proclamations under this section are defined as ceremonial documents issued for the purpose of celebrating and recognizing achievements, and/or to issue public awareness of positive initiatives or actors within the County.
2. Proclamations are subject to the following criteria and guidelines:
- i. Proclamations must be sought by the group or entity or a constituent seeking to have such person or entity recognized, or may be sought by any individual legislator on their behalf
- ii. Proclamations may be sought for a day, week, or month that holds significance either for the cause or event being recognized or by any local, state, or governmental entity or agency.
- iii. Certificates of Recognition or congratulatory letters may issue for individuals or private businesses, but proclamations by their nature are for group achievements or public awareness purposes.
- iv. There is no exclusive right to any selected time frame.
- v. Proclamations are not subject to automatic renewal.
- vi. The legislature is under no obligation to accept more than one such request within a calendar year, but is not prohibited from honoring such requests in its discretion.
- vii. Subjects of great controversy, that are polarizing by their nature, and represent ideological beliefs are not appropriate for proclamations or recognitions.

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- viii. Proclamations will not issue for the purpose of stating a County position on a matter.
- ix. Proclamations will not issue if there is no nexus to the County, its constituents, or a benefit to the County
- x. The County's policy, procedures, and the well-being of its constituents shall never be violated by any proclamation or recognition.
  - 2. Requests must be made in writing, no less than 30 days prior, and no more than 6 months prior to the requested date of the proclamation, and must include:
    - i. Contact information, and a list of all individuals who will appear to accept the recognition with their title
    - ii. Three paragraphs beginning with WHEREAS, that state the background of the reason for the recognition
    - iii. Day, week, or month to be proclaimed
    - iv. How you would like to receive the proclamation: (1) legislative meeting, (2) special event (subject to legislative availability), (3) by mail, or (4) by email.
- S-v. Date needed.

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**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 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.

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

The next order of business shall be the annual adoption of the Legislative Manual including any amendments incorporated therein. 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 shall remain in force and effect at the first meeting of each year until the formal adoption of the rules for the current year.

**f. 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).

5. Year End Meeting of the Legislature:

a. **Appointment of the Clerk of the Legislature (Charter Article 2 §2.06):**

Effective December 31, 2022, the County Legislature shall, by the thirty first day in December, and every three years thereafter, appoint a Clerk who shall serve at the pleasure of the County Legislature. 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 provided therefor.

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.

I. 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 of 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.

**Rule 31 – 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:  
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.

**Rule 32 – Public Comment during Regular or Special 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 regular or special 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.

**Rule 33 – 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 to be maintained under confidential cover, not to be released to the public, pursuant to Public Officers Law §89(2)(b)(i);
  - 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 (3) results: 1- approve appointment, 2- disapprove appointment or 3- no recommendation.

**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.

**#9**  
**March 10, 2026**  
**Rules Meeting**

## **#9. FYI – Litigation Report**