

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Agenda

Wednesday, March 27, 2024

6:30 PM

**Harold L. Joyce Albany County Office Building
Room 730**

Rules Review and Legislative Modernization Committee

PREVIOUS BUSINESS:

1. APPROVING PREVIOUS MEETING MINUTES
2. AMENDING THE ALBANY COUNTY LEGISLATIVE RULES OF ORDER RELATED TO PUBLIC COMMENT PERIODS AND PUBLIC HEARINGS

CURRENT BUSINESS:

3. DISCUSSION REGARDING A PROCLAMATION POLICY FOR THE COUNTY LEGISLATURE

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Minutes

Thursday, February 29, 2024

6:00 PM

Harold L. Joyce Albany County Office Building
Cahill Room - First Floor

Rules Review and Legislative Modernization Committee

PREVIOUS BUSINESS:

Present: Victoria Plotsky, Jeffrey D. Kuhn, Susan C. Laurilliard,
David B. Mayo and Mark E. Grimm

Excused: Wanda F. Willingham, Lynne Lekakis and Frank A.
Mauriello

1. APPROVING PREVIOUS MEETING MINUTES

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

CURRENT BUSINESS:

**2. AMENDING THE ALBANY COUNTY LEGISLATIVE RULES OF ORDER
RELATED TO PUBLIC COMMENT PERIODS AND PUBLIC HEARINGS**

This proposal was tabled at the request of the Sponsor.

RESOLUTION NO. 77

AMENDING THE ALBANY COUNTY LEGISLATIVE RULES OF ORDER RELATED TO PUBLIC COMMENT PERIODS AND PUBLIC HEARINGS

Introduced: 2/12/24
By McLean Lane:

WHEREAS, Albany County regularly holds public hearings and public comment in accordance with State law and the Legislative *Rules of Order* and, in recent years, questions have arisen regarding speakers who appear to be representing an entity when making their comments, and

WHEREAS, Information about speakers' municipality of residence and if they are representing and/or work for an entity may help guide Legislative review of public commentary, and

WHEREAS, Amendments to the *Rules of Order*, which govern Legislative public hearings, are necessary to require such information for public commenters and commenters at public hearings, now, therefore, be it

RESOLVED, By the Albany County Legislature, that the Legislative *Rules of Order* are hereby amended as follows for the below designated portion of "*Rule 2 – Regular Meetings*":

"PUBLIC FORUM -- From 6:30 p.m. until its conclusion, and in no event shall the Public Forum continue past 7:30 p.m., except that the Chairperson, in his/her discretion, may extend the time for the Public Forum, on the night of each monthly meeting, annual meeting and adjournment thereof, members of the public shall have the right to address the members of the Legislature on matters pertaining to the County of Albany. Each member of the public who desires to address the Legislature shall personally give their name, municipality of residence, whether they represent or speak on behalf of an entity, and the topic on which they wish to speak to the Clerk of the Legislature from 6:15 p.m. to 6:30 p.m. on such evening. [The members of the public should state the topic on which they wish to speak.] The Clerk shall maintain such list as a public record from month-to-month in a continuous fashion. The Chairperson of the County Legislature shall allow each member of the public whose name is reached five (5) minutes, except that the Chairperson, in his/her discretion, may limit speakers to three (3) minutes to give as many speakers as possible an opportunity to address the issues on that evening's legislative agenda. If all speakers wishing to address the legislature on that evening's agenda have spoken, speakers wishing to speak on other matters pertaining to Albany County may address the legislature in the remaining time before the meeting and, if at the end of the hour there are still speakers who have not been heard, the Public Forum shall continue

after the legislature has adjourned the meeting. No member of the Legislature shall question any speaker nor shall any speakers be allowed to question members of the Legislature. The Clerk shall take roll call and record the names of those members present and absent for the Public Forum. The Public Forum shall be livestreamed.”

and, be it further

RESOLVED, By the Albany County Legislature, that the Legislative Rules of Order are hereby amended as follows in “*Rule 39 – Public Hearings/Meeting Times*”:

“RULE 39 - PUBLIC HEARINGS / MEETING TIMES

All public hearings or meetings of the body as a whole may not take place before 5:00 p.m. In the event that more than one public hearing is scheduled for the same night, the scheduled times shall be consecutive, with no more than a five minute delay between hearings. The Clerk shall take roll call and record the names of those members present and absent for the Public Hearing. The Public Hearing shall be livestreamed. Each member of the public who desires to address the Legislature shall personally give their name, municipality of residence, and whether they represent or speak on behalf of an entity to the Clerk of the Legislature from 6:15 p.m. to 6:30 p.m. on such evening. The Clerk shall maintain such list as a public record from month-to-month in a continuous fashion.

All meetings of standing or special committees shall not take place before 5:00 p.m. unless agreed to by a majority of said standing or special committee members. No Public Hearing of the Albany County Legislature shall be held on a civic holiday and consideration shall be given to avoid meeting on a religious holiday.”

and, be it further

RESOLVED, that the Clerk of the Legislature forward a certified copy of this resolution to the Chairman of the Legislature and the appropriate County Officials.



HON. JOANNE
CUNNINGHAM
CHAIRWOMAN

ALBANY COUNTY LEGISLATURE
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NECOLE M. CHAMBERS
CLERK

HON. WANDA WILLINGHAM
DEPUTY CHAIRWOMAN

PAUL T. DEVANE
FIRST DEPUTY CLERK

Albany County Legislature Proclamation Policy

Definitions:

A proclamation is an act of proclaiming or declaring commemoration of an event or cause, recognizing extraordinary achievements of local citizens and non-profit organizations, honoring occasions of importance and significance, and/or increasing public awareness on issues pertaining to the residents of Albany County.

A proclamation is not-legally binding and should not be interpreted as a policy endorsement.

A proclamation is strictly honorary and ceremonial.

Guidelines:

Proclamations are generally issued for the following purposes:

- Memorializing special events, including national days of celebration such as a day, a week, a month (i.e. World Alzheimer's Day, Reye's Syndrome Awareness Week, Black History Month), recognition or mourning;
- Memorializing cultural and historical occasions;
- Proclamations must hold a county-wide significance or serve an educational purpose for the residents of Albany County;
- Recognizing local business anniversaries;
- Recognizing achievement of high rank (i.e. Eagle Scout) or success within a local non-profit organization, or school-related activity such as athletics, music, academics, etc.;
- Honoring local non-profit service groups or businesses for their work in the community;
- Recognizing individuals for their outstanding contribution to the community.

Proclamations will generally **not** be issued for the following purposes:

- Groups or individuals Located or residing primarily outside of Albany County;
- Events or activities that are not relevant to Albany County and its residents;
- Controversial or purposely polarizing issues, ideological or religious beliefs, or individual conventions;
- National or international groups requesting a proclamation;
- Urging another elected official or system of government to act on an issue or legislation.

Procedure:

All proclamation requests must be submitted in writing *at least two weeks in advance* of the event. Submission of a proclamation request does not guarantee its issuance. The Chair may make the final decision to modify or deny any proclamation requests, except where such request has 26 signatories. Notwithstanding the above, proclamations will not be issued unless there are more than 5 legislator signatories.

Request must contain the following information:

- The name of person/organization;
- Date to be presented;
- Date needed;
- Date and location of the event or presentation;
- A brief summary and/or background of the event, organization or person;
- An indication whether the proclamation should be sent to the entire legislative body or specific legislators.

All requests must be sent to:

Nicolette Simmonds

Director of Communications

Office of the Chair

Nicolette.Simmonds@albanycountyny.gov

Office: 518-447-7039

Proclamations will be distributed to members of the Legislature by the Office of Chair and returned to the sponsor by close of business on the first Friday after its submission.

Requests to sign onto proclamations will be sent to the members of the Legislature via email.

To request a hard copy of a proclamation, contact Nicolette Simmonds.

Once a proclamation is finalized and sealed, amendments thereafter will not be accepted.

Validity:

For a proclamation to be valid it has to conform to the following criteria:

- It must include the Albany County Legislature seal;
- It must be filed and received by the Clerk of the Legislature.

An invalid proclamation shall not be posted on social media and/or distributed to the public.

Questions:

Please contact Director of Communications, Nicolette Simmonds for any questions and for assistance in completing a proclamation.