

County of Albany

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



Meeting Agenda

Wednesday, April 24, 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

CURRENT BUSINESS:

2. ESTABLISHING A POLICY FOR PROCLAMATIONS ISSUED BY THE ALBANY COUNTY LEGISLATURE
3. AMENDING THE ALBANY COUNTY LEGISLATIVE RULES OF ORDER TO PROVIDE CLARIFICATION

County of Albany

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



Meeting Minutes

Wednesday, March 27, 2024

6:30 PM

Harold L. Joyce Albany County Office Building
Room 730

Rules Review and Legislative Modernization Committee

PREVIOUS BUSINESS:

Present: Victoria Plotsky, Wanda F. Willingham, Jeffrey D. Kuhn,
Susan C. Laurilliard, Lynne Lekakis, David B. Mayo and
Mark E. Grimm

Excused: 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.

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

A motion was made to move the proposal forward with a positive recommendation as amended. The motion amended by a unanimous vote.

CURRENT BUSINESS:

3. DISCUSSION REGARDING A PROCLAMATION POLICY FOR THE COUNTY LEGISLATURE

RESOLUTION NO. 218

ESTABLISHING A POLICY FOR PROCLAMATIONS ISSUED BY THE ALBANY COUNTY LEGISLATURE

Introduced: 4/8/24

By Cunningham:

WHEREAS, The Albany County Legislature has a long and storied history of recognizing achievements in the community through proclamations issued by the body, and

WHEREAS, The continuation of this practice would be assisted by guidelines related to the issuance of such proclamations, and

WHEREAS, The Albany County Legislature's Special Committee on Rules Review and Legislative Modernization has discussed and supports the merits of such a policy, now, therefore, be it

RESOLVED, That the proposed Albany County Legislature Proclamation Policy attached hereto, shall, upon adoption by the Albany County Legislature, be the official policy related to the issuance of proclamations by the Albany County Legislature, and, be it further

RESOLVED, That such policy shall remain in effect until repealed or modified by subsequent resolution, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.



HON. JOANNE
CUNNINGHAM
CHAIRWOMAN

ALBANY COUNTY LEGISLATURE
HAROLD L. JOYCE ALBANY COUNTY OFFICE BUILDING
112 STATE STREET, ROOM 710
ALBANY, NEW YORK 12207
PHONE: (518) 447-7168 | FAX: (518) 447-5683
WWW.ALBANYCOUNTY.COM

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 polarizing issues, ideological or religious beliefs;
- National or international groups requesting a proclamation;
- Urging another elected official or system of government to act on an issue or legislation.

Procedure:

All requests for proclamations issued by the Albany County Legislature 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.

RESOLUTION NO. 219

AMENDING THE ALBANY COUNTY LEGISLATIVE RULES OF ORDER TO PROVIDE CLARIFICATION

Introduced: 4/8/24
By Cunningham:

WHEREAS, The Albany County Legislative Rules of Order, as amended, date back to legislation from 1996, and

WHEREAS, Although subsequent amendments have brought clarity to the Rules of Order, further clarification is welcomed, now, therefore, be it

RESOLVED, By the Albany County Legislature, that the Legislative Rules of Order be amended to read as follows:

RULE 16 – [MEMBERS REQUIRED TO VOTE] VOTING PROCEDURE

Every member who shall be in the room when a question is stated by the Chair shall vote unless he or she abstains.

Voting shall be by a yes or no voice vote by the members present at the meeting, except when a roll call vote is required by law or by rule, then such member shall vote by a yes or no when they are identified during the roll call vote.

A member may only abstain from voting on a question in which he or she has a direct personal or pecuniary/financial interest not common to other members of the Legislature. The member must announce their abstention prior to a vote and file with the Clerk the reason for their abstention. In such instances, the member shall remove themselves from any participation in discussion and/or debate on the subject. The names of members abstaining shall be recorded in the minutes of the meeting.

Voting on any motion or resolution is concluded when the Chair announces the decision.

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.