

Seneca County Board of Supervisors

Organizational Meeting

Wednesday, January 6, 2015

5:30 p.m.

Call to Order and Roll Call of Members

The Board of Supervisors convened in Annual session for the purpose of organizing under the Rules of the Board. The meeting was called to order by Margaret E. Li, Clerk of the previous Board at 5:30 p.m., and the following Supervisors answered the roll call:

<u>TOWN</u>	<u>NAME</u>	<u>ADDRESS</u>
Covert	Michael G. Reynolds	Interlaken, NY
Fayette	Cindy Garlick Lorenzetti	Seneca Falls, NY
Junius	Ron Serven	Waterloo, NY
Lodi	Lee Davidson	Interlaken, NY
Ovid	Walter Prouty	Ovid, NY
Romulus	David M. Kaiser	Ovid, NY
Seneca Falls	Donald M. Earle	Seneca Falls, NY
	Steve Churchill	Seneca Falls, NY
	Gregory P. Lazzaro	Seneca Falls, NY
Tyre	Ronald McGreevy	Waterloo, NY
Varick	Robert W. Hayssen	Seneca Falls, NY
Waterloo	Gary Westfall	Waterloo, NY
	Robert Shipley	Waterloo, NY
	Keith Kubasik	Waterloo, NY

Pledge of Allegiance and Moment of Silence

Organize as a Board of Supervisors for the your 2015

Miss Li asked the pleasure of the Board. A motion was made by Supervisor Earle, second by Mr. Churchill, to organize as a Board of Supervisors for the year 2015. The motion carried.

Appointment of Temporary Chairman

A motion was made by Supervisor Hayssen and seconded by Supervisor Garlick Lorenzetti to nominate Robert Shipley as Temporary Chair. With no other nominations being offered, Supervisor Serven made the motion to close nominations, seconded by Supervisor Westfall and carried. The motion was carried to appoint Supervisor Shipley as Temporary Chairman.

Supervisor Shipley, as Temporary Chair called a recess in order for the Republic Party supervisors to meet in caucus. After approximately ten minutes, Supervisor Shipley, as Temporary Chair reconvened in open meeting.

Appointment of Permanent Chair for 2015

Supervisor Shipley, as Temporary Chair, called for nominations for Permanent Chairman of the Board of Supervisors for 2015.

Supervisor Kaiser made a motion, second by Supervisor Reynolds to nominate Donald W. Earle as Chairman of the Board of Supervisors for the year 2015.

Receiving no other nominations for Permanent Chairman of the Board of Supervisors for the year 2015, Supervisor Davidson moved the nominations closed.

Minority Leader Garlick Lorenzetti, being recognized by Supervisor-Temporary Chairman Shipley, for a recess in order for the democratic supervisors to meet in caucus. After a few minutes, the supervisors returned to their seats. Supervisor Shipley, as Temporary Chairman, reconvened the meeting in open session.

Supervisor Donald W. Earle was elected Chairman of the Board of Supervisors for the year 2015 by 682 ayes and 68 abstentions (Churchill).

Administer Oath of Office to Newly Appointed Chairman

The Board recessed in order for Christina Lotz, Seneca County Clerk, to administer the Oath of Office to the newly appointed Chairman of the Board of Supervisors, Donald W. Earle. The Board returned to regular order with the newly appointed Chairman.

Chairman Earle thanked his fellow supervisors for their support and trust. His goal will be to move our great county ahead in 2015.

Chairman Earle formally recognized Robert W. Hayssen for his leadership as chairman for the past three years. A round of applause was given for Supervisor Hayssen.

Appointment of Finance Director

Chairman Earle called for nominations for the Finance Director for a one-year term. Supervisor Davidson nominated Walt Prouty as Finance Director, second by Supervisor Lazzaro. With no other nominations offered, Supervisor Shipley moved the nominations closed.

Supervisors Walt Prouty was elected as Finance Director for a one-year term by 593 ayes and 157 nays (Churchill, Garlick Lorenzetti).

Appointment of Jury Board Member

Chairman Earle called for nominations for Jury Board Member. Supervisor Davidson nominated Supervisor Michael Reynolds as Jury Board Member, second by Supervisor Kaiser. With no other nominations offered, Supervisor Lazzaro moved the nominations closed.

Supervisor Michael Reynolds was elected Jury Board member for a one-year term by 593 ayes and 157 nays (Churchill, Garlick Lorenzetti).

Appointment of STOP-DWI Coordinator

In accordance with New York State Vehicle and Traffic Law Section 1197 (2)(a), Chairman Earle appointed Under-Sheriff Gary Sullivan as STOP-DWI Coordinator.

Majority Leader Designation

Supervisor Robert Shipley will serve as the Majority Party Leader for 2015.

Minority Leader Designation

Supervisor Cindy Garlick Lorenzetti will serve as the Minority Party Leader for 2015.

Designation of Official County Newspapers

The Reveille between the Lakes and the Ovid Gazette are designated as the official County Newspapers for Seneca County on a motion by Mr. Churchill, second by Mr. Serven and carried.

Adopt Rules of Order for 2015

Supervisor Davidson made a motion, second by Supervisor Prouty to adopt the Rules of Order for 2014 as the Rules of Order for 2015.

Supervisor Kubasik made a motion, second by Supervisor Shipley to amend the proposed rules of order to insert at the end of the first sentence under Rule 29, the following text: "...and no such matter which has been defeated by a vote of the proper Committee or which remains pending before such Committee may be acted upon by the Board unless reviewed again by the same committee.."

Under discussion of the proposed amendment several supervisors expressed their opposition to the amendment stating that it allows three people to prevent any issue to be reviewed by the full Board of Supervisors.

The motion to amend the proposed Rules of Order as stated above carried by 520 ayes (Kubasik, Shipley, Reynolds, Garlick Lorenzetti, Serven, Davidson, Prouty, Earle, McGreevy, Westfall) and 230 nays (Kaiser, Churchill, Lazaro, Hayssen).

BOARD OF SUPERVISORS ADOPT RULES OF ORDER FOR 2015 (amended)

RESOLUTION NO. 01-15, moved by Mr. Davidson, second by Mr. Prouty and adopted.

RESOLVED, that the Rules of Order for the Board of Supervisors for the year 2015 be amended by inserting text after the first sentence under Rule 29 to read as follows: "and no such matter which has been defeated by a vote of the proper Committee or which remains pending before such Committee may be acted upon by the Board unless reviewed by the same Committee."; and be it further

RESOLVED, that the Rules of Order of 2014 as amended under Rule 29 hereby are adopted as the Rules of Order of the Board for the year 2015. All parliamentary questions not covered by said rules to be decided by Roberts Rules of Order.

Special Order of the Day

The meeting was adjourned at 6:06 p.m.

SENECA COUNTY BOARD OF SUPERVISORS

RULES OF ORDER 2015

RULE 1. ORGANIZATION

The organization meeting of the Board of Supervisors shall be held on or before January 8 of each year. The Clerk of the Board of Supervisors shall serve upon each member a notice stating the date, time and place of such meeting to organize the Board. The notice shall be in writing and shall be served by mail addressed to each member at least 48 hours before the date of the meeting. The Clerk shall call the members to order and they, by a majority of their number, shall select the Temporary Chair who shall preside at such meeting until a majority of the Weighted Vote elects a Permanent Chair.

RULE 2. MEETINGS

The regular session of the Board of Supervisors shall be held on the 2nd Tuesday of each month (*Resolution No. 34-12*). Nothing herein shall prohibit the Board from fixing a different meeting date. Upon petition of a majority of the members of the Board or on the direction of the Chair of the Board, the Clerk shall call a special session of the Board by giving the members not less than 48 hours notice.

RULE 3. ABSENCE OF CHAIR

All meetings of the Board, unless otherwise provided for by call, shall be held in the Supervisors Chambers, Waterloo, NY and shall be called to order by the Chair upon the appearance of a quorum. In case of the absence of the Chair, the Majority Leader shall act as Chair, and in the absence of the Chair and Majority Leader, the Minority Leader shall act as Chair. In the absence of the Chair, the Majority Leader and Minority Leader, the Clerk shall call the session to order and a Chair Pro-tem shall be chosen.

Whereas, if Chair of the Board is physically absent from the County, or becomes temporarily physically incapacitated due to accident or sickness, and thus be unable to transact certain county business which only he / she can transact, the Majority Leader shall act for and in place of the duly appointed Chair of the Board; and in such case where the Majority Leader is also absent from the County or unable to perform the duties as described above, the Minority Leader shall act for and in the place of the duly appointed Chair, and further, the Clerk of the Board shall act in the place of the Chair in the absence of the Chair, Majority Leader and Minority Leader.

The Chair of the Board of the prior year shall act as the Chair of the Board, if necessary, prior to the reorganization meeting in January.

RULE 4. MATERIAL TO BE FURNISHED

The Clerk of the Board shall provide a copy of the Treasurer Warrant, a copy of the minutes of the last meeting, a listing of communications and a printed agenda for the meeting for each member of the Board.

RULE 5. ORDER OF BUSINESS– REGULAR MEETINGS OF THE MONTH

1. Call to Order
2. Roll Call of members by Clerk
3. Pledge of Allegiance and Moment of Silence
4. Public Hearings
5. Petitioners / Presentations
6. Approval of Minutes

7. Submission of Claims for Audit
8. Reports of Standing Committees
9. Reports of Special Committees
10. Chairperson's Remarks
11. County Attorney's Remarks
12. County Manager's Remarks
13. Communications
14. Resolutions and Motions
15. Unfinished Business
16. New Business
17. Special Order of the Day

No resolution shall be offered at a Board meeting unless it has first been filed with the Clerk of the Board of Supervisors by noon on the Wednesday before a Board meeting. The Clerk shall then transmit copies of all pre-filed resolutions to all Board members either by mail or electronically (by "e-mail"). Any resolution, which has been filed in accordance with this rule, may be offered at the next Board meeting.

No resolution may be so filed except following reference to and approval by the proper Committee except as follows:

- A. A proposed resolution may be filed with the clerk and placed upon the Board of Supervisors' agenda pending committee action on the same night of but prior to the Board of Supervisors' meeting
- B. Any proposed resolution so pre-filed shall be marked by the clerk "pending committee action"
- C. Any such pre-filed proposed resolution shall be deemed amended as amended in Committee and a copy of the amended proposed resolution shall be laid upon the desk of each member of the Board prior to or during the Board of Supervisor's meeting and before action shall be taken upon such resolution by the Board.
- D. Any such pre-filed proposed resolution that fails to gain the approval of the appropriate committee shall be deemed struck from the agenda of the Board of Supervisor's meeting.

In the case of an emergency, which necessitates that a resolution be introduced from the floor at the Board meeting, such authorization will only be granted by a simple majority vote of the Board of Supervisors.

All resolutions submitted to the Board of Supervisors for adoption that authorizes the expenditure of funds (i.e., purchase of equipment, reclassification of positions) must include the account from which the funds will be appropriated.

RULE 6. AUDIT OF BILLS AND COMMUNICATIONS

The Clerk of the Board shall refer bills to the proper committee as by these rules. Communications not requiring action by this Board shall be filed by the Clerk under proper subject titles. Other communications except when otherwise ordered by this Board, shall be referred to the proper committee for consideration.

Upon the receipt of any report recommending the audit of bills or claims at a Regular or Special session, any member may move a specific bill or claim shall lie over for further consideration, and if such motion be carried, such claim shall be withdrawn from the consideration of the Board and shall be considered as a claim to be presented at the next succeeding session thereof.

RULE 7. CONTENTS OF PROCEEDINGS

All resolutions, reports of committees of the Board, annual reports of County Officers, and notices and communications from State officers directing the levy of any tax shall be printed in full in the Proceedings of the Board.

The printed minutes of the Clerk shall record the reading of other communications with sufficient description to show their nature and purpose but they shall not be printed in full in the Proceedings except upon order of this Board.

RULE 8. AMENDMENT OF RULES

None of these rules shall be amended except by a 2/3 vote of the members of the Board, nor shall any be amended except upon a majority vote of all members of the Board after one day's notice accompanied by a written copy of the proposed amendment.

RULE 9. PRESERVATION OF ORDER

The Chair shall preserve order and decorum, shall decide all questions of order, and which decision shall be final unless an appeal is taken to the Board. On appeal from the decision of the Chair, he shall have the right to assign his reason for his decision.

RULE 10. VOTE OF THE CHAIR

When the Board is equally divided, including the Chair's vote, the question shall be deemed to be lost.

RULE 11. CALL TO ORDER

If any member shall transgress the rules of the Board, the Chair may call him or her to order, in which case the member so called to order shall immediately be seated unless permitted to explain.

RULE 12. MOTION TO BE SECONDED

No motion shall be stated, debated or put unless it is seconded.

RULE 13. ENTRIES ON MINUTES

In all cases where a resolution or a motion shall be entered on the minutes the Clerk shall also enter the name of the moving and supporting members and the ayes and nays shall be taken on any question when required by statute or roll call vote demanded by any member of the Board.

RULE 14. TO LAY ON THE TABLE

A motion to lay a question on the table shall be decided without amendment or debate, and a motion to postpone the question indefinitely or to adjourn to a day certain, until it is decided, shall preclude all amendments to the main question. The motion must be seconded and voted upon.

RULE 15. LAID ON THE TABLE

All reports, resolutions and other matters laid on the table may be called therefrom under Subdivision 15 of Rule 5 upon motion made, seconded and passed.

RULE 16. DIVISIONS OF QUESTIONS

If the question in debate contains several distinct propositions, the same shall be divided by the Chair at the request of any member to the end that a vote may be taken on each proposition.

This rule shall not apply however to any vote on the annual County Budget, division of which shall require a majority vote in order to divide and vote on separate portions or items of the budget.

RULE 17. PRIORITY OF MOTIONS

When a question is under debate, no motion shall be entertained unless for an adjournment of the Board, for the previous question.

1. To postpone indefinitely
2. To postpone to a day certain
3. To lay on the table
4. To refer to a committee
5. To amend it

These several motions shall have precedence in the order in which they are stated and except Subdivision 4 and 5 shall be decided without debate.

RULE 18. PREVIOUS QUESTION

The "Previous Question" shall be as follows: "Shall the main question not be put?", or similar language, and until it is decided shall preclude all amendment or debate. When on taking the previous question the Board shall decide that the question shall now be put, the question under consideration shall be immediately put without further amendment or debate.

RULE 19. WITHDRAWAL OF MOTION *(revised 09/27/05 by Resolution No. 265-05)*

Upon proper passage and reference from the proper committee, and placement upon the agenda by the clerk, all motions shall be deemed to be in the possession of the Board and shall not be withdrawn, returned to committee or tabled, except by formal motion and resolution of the Board, in accordance with the Rules of the Board then existing.

RULE 20. MEMBER ENTITLED TO VOTE

Any member having an interest in the outcome of a vote other than as County Supervisor shall disclose such interest and be excused from voting or in the alternative; such vote shall be by roll call.

RULE 21. RESCINDING RESOLUTIONS

A motion to rescind any resolution or motion shall require for passage a majority vote of all members of the Board.

RULE 22. FINAL APPROVAL OF MINUTES

The minutes of the Board shall be available for inspection at all times and may be corrected at any time upon motion. Such minutes shall constitute and be certified by the Chair and the Clerk of the Board as the record of proceedings of the session without further reading.

RULE 23. PRESERVATION OF RECORDS

It shall be the duty of the Clerk of this Board to preserve all the records of this Board, including bills, statements, audits, petitions, resolution, etc. in properly indexed files.

RULE 24. ROBERTS RULES OF ORDER

All questions not covered by these rules shall be decided accordingly to the generally prevailing rules of parliamentary law and Roberts Rules of Order.

RULE 25. STANDING COMMITTEES *(Revised 01/09/07 by Resolution No. 07-07)*

The Chair of the Board, for the purpose of aiding and assisting the Board in the transaction of its business, shall appoint the following Standing Committees that shall provide general supervision in conjunction with the County Manager, over the County Departments, Agencies and activities set opposite them:

COMMITTEE NO. 1 FINANCE, ASSESSMENT & INSURANCE - Responsible for County budget, returned school taxes, sales tax, debt service, and County Treasurer Department, County Insurance Programs, Risk Management, Workers' Compensation and Fixed Assets Program, Assessment rolls, Real Property Tax Office, tax maps, reappraisals tax sale property, tax petitions, and all real property tax matters

COMMITTEE NO. 2 PERSONNEL - Responsible for Personnel Department, civil service, employee contracts, employee salaries and benefits, employee relations, ethics, and affirmative action program. Responsible for computers and computer related equipment, AS400, electronic communications including telephones and cellular phones and the Information Technology Department

COMMITTEE NO. 3 GOVERNMENT OPERATIONS – Responsible for County Clerk, Board of Elections, Courts, Central Services, Records Management, County rules and order of business, legislative proposals and reviews, County Manager, Clerk of the Board, Supervisors' expenses, Purchasing, County Law Department, and Weights and Measures

COMMITTEE NO. 4 PUBLIC WORKS - Responsible for repairs, maintenance and construction of all County roads, Highway Department, rights of way, snow removal, highway materials and equipment, repairs, maintenance, construction and siting of all County buildings, utilities, and Buildings and Grounds Department, and Solid Waste management, recycling and composting

COMMITTEE NO. 5 PLANNING, DEVELOPMENT, AGRICULTURE & TOURISM - Responsible for Economic Development and Planning Department, Planning Board, Industrial Development Agency, Tourism, Federal and State grants, Soil & Water Conservation District, Extension Service, Agriculture Districts, and Finger Lakes Regional Airport

COMMITTEE NO. 6 MENTAL HEALTH SERVICES - Responsible for the Mental Health Department, Mental Health Programs, Community Services Board, Alcoholism and Substance Abuse programs, Youth at Risk Programs, and Handicapped Children Pre-K (3-5)

COMMITTEE NO. 7 PUBLIC HEALTH SERVICES - Responsible for the Public Health Department, home health agency, sanitation, handicapped children physical care program, Early Intervention, animal disease control and Code Enforcement

COMMITTEE NO. 8 HUMAN SERVICES - Responsible for the Division of Human Services, Social Services Department, Office for the Aging, County Historian, Veterans Services, Weatherization Program, and Community Colleges

COMMITTEE NO. 9 PUBLIC SAFETY - Responsible for Sheriff's Department and Jail, District Attorney, Public Defender, Coroners, Justices and Constables, Fire Mutual Aid, Office of Emergency Management, Probation Department, STOP-DWI Program, E-911 and construction of the Seneca County Law enforcement center

COMMITTEE NO. 10 INDIAN AFFAIRS (*revised 09/25/07 by Resolution No. 246-07*) – Responsible for all issues relative to the Indian affairs

COMMITTEE NO. 11 INTER-COUNTY COMMITTEE - Responsible for interactions between Seneca County and the other counties of the State of New York

COMMITTEE NO. 12 ENVIRONMENTAL AFFAIRS COMMITTEE (*created 03/09/10 by Resolution No. 51-10*) – Responsible for keeping the Board abreast of the various activities in the county and their potential environmental impacts

COMMITTEE NO. 13 TECHNOLOGY (*created 01/10/2012 by Resolution No. 03-12*)
Responsible for computers and computer related equipment, AS400, electronic communications; telephones, cellular phones and the Information Technology Department

RULE 26. MEMBERSHIP OF COMMITTEES

Membership of Committees of the Board of Supervisors shall be at the discretion of the Chair of the Board of Supervisors. The Chair shall be a member ex-officio of each of the committees of the Board. The Majority Leader and Minority Leader shall serve as members of the Finance Committee.

RULE 27. SPECIAL COMMITTEES

The Board may from time to time create special committees. Any resolution creating a special committee shall specify the powers and duties of the committee and the number of its members. The Chair shall appoint the members of all special committees.

RULE 28. GENERAL DUTIES OF COMMITTEES

Such Committees shall have general charge of all matters pertaining to the work of the Board of Supervisors as indicated by the titles in the report required to be made by the County Treasurer to the State Comptroller, and each committee shall have supervision and charge of expenditures from the appropriations indicated, and shall, during the session, report to the Finance Committee the amount which it is necessary to raise for payments required to be made by the County Treasurer for the proper maintenance of the department under its supervision during the fiscal year, which reports shall show in detail the purpose of each item of such estimate.

RULE 29. REFERENCE OF COMMITTEE (*amended on 05/08/12 by Resolution 84-12*) (*amended on 01/06/15 by Resolution 01-15*)

Except by a two-thirds majority vote of the members present, no matter, except the appointment of officers, shall be acted upon by this Board except after reference to the proper committee and no such matter which has been defeated by a vote of the proper Committee or which remains pending before such Committee may be acted upon by the Board unless reviewed again by the same committee. It shall be the duty of the Chair to make such reference.

Upon a majority vote of all members of this Board, any matter entrusted by these rules or otherwise, to any committee, may be withdrawn from the consideration of such committee and referred to a special committee appointed in such manner as the resolution withdrawing such matter shall direct.

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RULE 30. POWER TO ACT

All Committees of this Board shall have power to act until their successors are appointed.

RULE 31. SELECTION OF APPOINTED OFFICIALS

The selection of appointed officials shall be as follows. Nominations shall be made from the floor and a majority of members shall make selection.

RULE 32. CLAIMS AND ACCOUNTS

A. All claims against the County of Seneca shall be presented upon the form prescribed by the Committee on Government Operations and it shall be the duty of each person incurring expenses which are to become a county charge to furnish the claimant at the times such expenses are incurred a blank form for the presentation of his account.

B. All claims against the County shall be presented to the Clerk of the Board and shall be endorsed by him / her with a title showing the department for which the expense was incurred and the nature of such expenses in accord with the titles and subdivisions contained in the form of report required to be made by the County Treasurer to the State Comptroller.

C. All bills presented to the Board shall be referred by the Clerk to the proper committee in accord with the appropriation from which payment is indicated by the subheads given by the auditing committees and the record of claims presented shall show the committee to whom such reference is made.

D. The reports of auditing committees shall be of a form prescribed by the Committee on Government Operations and shall show the number of claim, claimant and assignee, appropriation to which chargeable, nature of claim, and the amount which such committee recommends shall be allowed. It shall be the duty of the Chair or other member of the committee, upon presentation of such report, to move the final audit and allowance to claimants of the amounts so recommended.

RULE 33. PAYMENT OF SALARIES

All elected officers and all officers appointed by this Board at fixed salaries shall be paid by the County Treasurer in accordance with the status or resolution fixing their compensation. All other County Officials and employees authorized by this Board shall be paid in accordance with the resolution or appropriate employee contract fixing their compensation.

RULE 34. AUTHORITY TO SPEAK

In accordance with the Open Meetings Policy set forth in Resolution 130-03, persons appearing before the Board of Supervisors shall be delineated "Consultants" or "Petitioners."

Petitioners: Any individual who is not employed by, paid or retained by the County and who wishes to speak on issues before or involving the Board of Supervisors, the County government or on matters of general county concern. The term “petitioner” is derived from the First Amendment of the United States Constitution, which recognizes the right of citizens “to petition the government for a redress of grievances.” Petitioners wishing to speak before the Board of Supervisors shall be allowed to do so, subject to the following terms and conditions.

Time of Request: Petitioners who request to address the board at least five days before a regularly scheduled meeting shall be allowed to address the Board of Supervisors, and shall be placed on the meeting agenda. Petitioners who request to address the board after posting of the agenda shall be placed on the agenda with permission of the Chair.

- Petitioners will be required to use the centrally located microphone;
- Prior to addressing the Board of Supervisors, Petitioners first will be required to state their name, address and organizational affiliation, if any; if a Petitioner is a candidate for elected office, he or she shall note this fact;
- Questions and comments shall be addressed to the entire Board of Supervisors and not to individual Board of Supervisor members, nor to the County Manager or staff;
- A limit of five (5) minutes will be allotted to each Petitioner on any given topic;
- Board of Supervisor members may, upon recognition of the Chair, interrupt a Petitioner during their remarks, but only for the purpose of clarification or information;
- A Petitioner who does not need a full five (5) minutes may not yield the unused portion of their time to another person;
- It is expected that Petitioners before the Board of Supervisors will observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Personal attacks upon individuals will be ruled “out of order”, as well as the use of intemperate, abusive and defamatory language.
- Written statements will be received by the Board of Supervisors in addition to, or in lieu of, oral presentations, and will be made part of the public records.

These rules shall be given broad and liberal construction so as to achieve the purpose of free and open communication between public and the County government.

Consultants: Parties employed by, paid or retained by the County. Consultants shall be invited to address the board, or placed upon the agenda, by advance permission of the Chair or, if said duty to give permission is so delegated, the Clerk to the Board or the County Manager/Deputy County Manager. Consultants may be taken out of order on the agenda at any meeting they attend if the Chair or the Chair’s designee so authorizes.

RULE 35. ORDER OF ROLL CALL

The ayes and nays upon a question shall be taken and entered in the minutes when required by law, these rules, or if requested by any member. Roll call shall be as follows: Introducer, seconder, and remainder of the board in alphabetical order by Town.