

THE RULES OF THE ONONDAGA COUNTY LEGISLATURE

SECTION 1	GENERAL	<u>RULES</u>
Sub. A	Meetings	1 - 5
Sub. B	Legislation	6 - 10
Sub. C	Motions	11 - 15
Sub. D	Chairman	16 - 22a
Sub. E	Procedure	23 - 29
Sub. F	Voting	30 - 33
Sub. G	Rules of the County Legislature	34 - 36
 SECTION 2	 COMMITTEES	 <u>RULES</u>
		37 – 42a
 SECTION 3	 COMMITTEE OF THE WHOLE	 <u>RULES</u>
		43 - 45
 SECTION 4	 FISCAL	 <u>RULES</u>
		46 - 50
 SECTION 5	 ORGANIZATION OF THE COUNTY LEGISLATURE	 <u>RULES</u>
		51 - 52

SECTION 1.

A. MEETINGS.

Res. 2 - 1.5.21

RULE 1. Regular Sessions of the County Legislature shall be held on the first Tuesday of each month at 1:00 p.m. except when such Tuesday shall fall on the Legal Holiday, in which case the Session shall be held on the next following business day, or when such Tuesday is Election Day, the Session shall be held on the Thursday following. The date or time of a regular Session may be changed in the same manner as the scheduling of a special session pursuant to Rule 2, or by a motion duly passed by a majority of the whole number of the County Legislature. Each regular session and all adjourned regular sessions shall be open for the consideration of any matter which may properly be brought to the attention of the County Legislature.

Res. 118 - 8.2.22

RULE 2. Special Sessions of the County Legislature shall, upon filing with the Clerk of a request therefore, be initiated by: **A.** the Chairperson, Majority Leader and Minority Leader, or **B.** a majority of all the members of the Legislature; to be called by the Clerk of the County Legislature by emailing each member at least three (3) days before the date of such session a written notice thereof stating the date, time, and purpose of such session. Special Sessions of the County Legislature shall, upon filing with the Clerk of a request therefore, also be initiated by: **C.** two-thirds of all of the members of the Legislature to be called by the Clerk of the County Legislature by emailing each member before the time of such session conveying the date, time, and purpose of such special session pursuant to Open Meetings Law. A member may waive the service of notice for a special session by a writing signed by the member.

Res. 133 - 11.9.23

RULE 3. The Order of business at each day's Session, except at such times as may be set apart for the consideration of special orders of the day, shall be as follows:

1. Calling the roll of members by the Clerk.
2. Approval of the minutes of the proceedings of the previous session.
3. Presentation of Communications.
 - a. Chairperson's Remarks.
 - b. Public Comment.
4. Reports of Standing Committees (*if applicable*).
5. Reports of Special Committees (*if applicable*).
6. Calling the respective legislative districts for the presentation of petitions and resolutions. Provided, however, that the Clerk shall rotate on a monthly basis the order of calling the respective legislative districts for the presentation of resolutions and petitions by calling a different district each month to be the first and last to present resolutions and petitions, commencing in the first month of the term by calling district one first and district seventeen last, and proceeding consecutively each month to call successive districts first and last; except for the Session adopting the annual County budget, which shall commence with the district of the sponsor of the resolution adopting the annual County budget.

No petition or resolution shall be received unless it shall have first been considered by a standing, special, or sub-committee of this Legislature. No petition or resolution shall be received except under this call unless consented to by a majority vote.

8. Introduction of Local Laws or Ordinances. *(Note: Need not go through committee)*
9. Unfinished Business.
10. Announcements from the Chair.
11. Adjournment.

RULE 4. On roll call, the Clerk shall record by names all members present or absent.

RULE 5. The majority of the whole number of the County Legislature as defined in Section 105-i of the Charter shall constitute a quorum for the transaction of business, but a lesser number may adjourn.

B. LEGISLATION.

Res. 215 - 9.3.91

RULE 6. The title to all resolutions, local laws and ordinances shall state concisely the subject matter of all such legislation. All resolutions, local laws, and ordinances shall be introduced only by a member of the County Legislature. The name of the Legislative sponsor of a local law shall be designated on the session agenda and on a cover sheet to such local law distributed in accordance with Section 20 of the Municipal Home Rule Law.

RULE 7. No resolution, local law or ordinance shall be introduced in the County Legislature except in one of the following modes:

1. Under the order of introduction of resolutions, local laws or ordinances.
2. By majority consent.
3. By report of committee.

Res. 118 - 8.2.22

RULE 8. All petitions, resolutions, local laws, ordinances and reports of Committees and communications shall be in writing and read by the Clerk of the County Legislature or by a person designated by the Clerk, and shall be filed with the Clerk of the County Legislature not later than 11:00 a.m. of the Monday of the week preceding any regular meeting, and 11:00 a.m. three (3) days preceding any special meeting, or adjourned meeting. Amendments of the foregoing shall be presented to the County Legislature not later than 11:00 a.m. on the day of any regular, special, or adjourned meeting. The provisions of the foregoing in reference to filing of petitions, resolutions, local laws, ordinances, amendments thereto, reports of Committees and communications, may be waived by a majority vote of the County Legislature members present and voting. All petitions, resolutions, local law, ordinances and amendments thereto will be provided to the County Attorney, or outside counsel pursuant to the County Charter, for review and approval as to form and legality. Nothing contained herein shall prohibit the Chairperson

of the County Legislature, upon a finding by the Chairperson that a conflict of interest may be present or that it is in the best interest of the County Legislature, from using outside counsel or a specifically designated Legislative Counsel to provide legal assistance, including, but not limited to, the preparation of resolutions, ordinances, legalizing acts and local laws to be presented for action by the County Legislature. Such outside counsel or specifically designated Legislative Counsel may, but are not required to, seek the advice of the County Attorney as to form and legality in the preparation of resolutions, ordinances, legalizing acts and local laws.

RULE 9. Resolutions and reports of standing or special committees may be tabled by a majority vote at any time before final action is taken.

Res. 118 - 8.2.22

RULE 10. All resolutions, ordinances and local laws, whether or not previously referred to an appropriate committee, may, when tabled pursuant to Rule 9, be referred to such appropriate Committee without debate, unless waived by a majority of the County Legislature members present and voting. The Committee Chair may request an opinion from the County Attorney, or outside counsel pursuant to the County Charter, on the legality of the proposed legislation prior to consideration by the Committee.

C. MOTIONS.

Res. 118 - 8.2.22

RULE 11. When a question shall be under consideration, no motion shall be received except as herein specified, which motion shall have precedence in the order named, to wit:

1. For an adjournment or recess of the County Legislature.
2. A call of the County Legislature.
3. For the previous question.
4. To lay on the table.
5. To postpone indefinitely.
6. To postpone to a certain day.
7. To go into a committee of the whole on pending subject immediately.
8. To refer to a committee of the whole.
9. To refer to a standing committee.
10. To refer to a special committee.
11. To amend.

All motions for an adjournment or recess, for the previous question, or to lay on the table, shall neither be amended nor debatable.

No motion shall be made, except a motion to adjourn or recess, and no votes shall be taken except a vote to adjourn or recess, between the hours of midnight and 8:00 a.m.

RULE 12. A motion to rise and report progress shall be in order at any stage, and shall be decided without debate.

Res. 215 - 9.3.91

RULE 13. Any motion, resolution or local law offered by any member may be withdrawn by the member presenting it at any time before it is put to a vote or an amendment to such motion, resolution or local law has been adopted.

A member of the Legislature may object to a motion or resolution being withdrawn or amended by a sponsor with respect to any motion or resolution approved by a standing committee. A member of the Legislature may object to a local law being withdrawn with respect to any local law which has been introduced in accordance with these rules and Section 20 of the Municipal Home Rule Law.

RULE 14. The “previous question” shall be as follows: “Shall the main question now be put” and until it is decided shall preclude all amendments and debate. When the County Legislature shall order the previous questions, and amendments are pending, the question shall first be taken upon such amendments in reverse order, and then upon the main question without further debate or amendment.

Res. 118 - 8.2.22

RULE 15. No motion for reconsideration shall be in order unless made on the same day, or the meeting day next succeeding that on which the decision proposed to be reconsidered took place. A motion to reconsider must be made by a member who voted with the majority on the decision of the motion or resolution proposed to be reconsidered. When a motion to reconsider has been decided, it shall not again be submitted within the same term of the current Legislature. A twice defeated resolution cannot be reoffered for a period of six months, unless the majority of the members of the proper committee shall recommend the reoffering of said resolution. The committee Chair may request an opinion from the County Attorney, or outside counsel pursuant to the County Charter, on the similarity and legality of the proposed legislation prior to the consideration thereof by the proper committee.

D. CHAIRPERSON

Res. 118 - 8.2.22

RULE 16. In case the Chairperson is to be absent for not more than one (1) day at a time, the Chairperson may appoint a member of the County Legislature to be acting Chairperson. If the Chairperson shall be absent for a longer time, the County Legislature shall elect a temporary Chairperson, and if at any time no presiding officer shall be present, the County Legislature may elect a temporary Chairperson. The Chairperson shall be an ex-officio member of all Committees of the County Legislature, entitled to the same rights and privileges as other members of said committees except the right to vote. The Majority and Minority leaders shall be ex-officio members of all Committees of the County Legislature, entitled to the same rights and privileges as other members of said committees except the right to vote when not appointed on the committee. The Majority and Minority Leaders respectively shall be designated by a majority of the members of the Majority and Minority respectively, directed to the Chairperson of the County Legislature in writing.

Res. 118 - 8.2.22

RULE 17. The Chairperson shall take the chair promptly at the hour specified for the convening of the County Legislature, and shall preserve order and decorum. In debate,

the Chairperson shall prevent personal reflections and confine members to the question under discussion. When two or more members arise at the same time, the Chairperson shall recognize the one entitled to the floor. The Chairperson shall decide all questions of order, which decisions shall be final unless an appeal is taken to the County Legislature and sustained.

Res. 118 - 8.2.22 **RULE 18.** On every appeal, the Chairperson shall have the right to assign reasons for the Chairperson's decision. In case of such appeal, no member shall speak more than once. The Chairperson shall then put the question: "Shall the ruling of the Chair be sustained?", which question shall be decided by a majority of the members present on the aye and no vote.

Res. 118 - 8.2.22 **RULE 19.** In all cases, except appeals from the rulings of the Chair, the Chairperson shall have the right to vote. When the County Legislature shall be equally divided on any questions, including the Chairperson's vote, the question shall be deemed defeated.

Res. 118 - 8.2.22 **RULE 20.** While the Chairperson is putting a question, or while the roll is being called, no member shall speak or leave the member's place.

RULE 21. If the resolution, local law or ordinance in debate contains several distinct propositions, the same may be divided by the Chair at the request of any member, to the end that a vote may be taken on each proposition, but a motion to strike out and insert shall be deemed indivisible.

Res. 118 - 8.2.22 **RULE 22.** All questions relative to priority of business shall be decided by the Chairperson without debate, and the Chairperson's decision shall be final unless reversed by a majority of the members then in attendance.

Res. 27 - 3.7.23 **RULE 22a.** For appointments made by the County Legislature or the Chairperson to a board, agency, public authority, or other body, no resolution making such appointment shall be presented, received, or introduced at any standing committee or any session, unless the Chairperson shall have first submitted an appointing letter to the Clerk naming such person as the proposed appointee. This Rule shall not apply to the election of the Chairperson, Clerk, Deputy Clerk, and Assistant Clerk, and shall not apply to the election or appointment of assistants or employees of this County Legislature. This Rule shall not apply where legislation authorizing an appointment specifically provides for a floor leader to nominate the appointee. This Rule shall not apply to appointments made by the County Legislature to any elective office provided for in the Onondaga County Charter or Onondaga County Administrative Code. This Rule shall not apply to the confirmation of appointments by the County Legislature, where the power to make the appointment is vested in an official who is not a member of this County Legislature.

E. PROCEDURE.

RULE 23. All questions of order and procedure arising in the County Legislature and not governed by the Rules of the County Legislature, Charter or Administrative Code, shall be subject to and interpreted by Roberts Rules of Order, Newly Revised as far as applicable.

Res. 118 - 8.2.22

RULE 24. No member shall speak more than five minutes with a three minute rebuttal period at any one time on the same question, speaking and rebuttal periods each being limited to one on the same question. After a member has exceeded any of the debating limitations of this rule, any member, including the Chairperson, can invoke this rule which must be supported by a majority vote of the members present and voting. The question shall be as follows and shall be decided without debate: “Shall Rule 24 be enforced?”

RULE 25. When any member of the County Legislature shall desire to speak, the member shall arise and obtain recognition from the chair before proceeding.

Res. 118 - 8.2.22

RULE 26. Persons, not members of the County Legislature, may, by the consent of the Chairperson, be given the privileges of the floor to speak in regard to matters pending before the County Legislature. In addition to the foregoing, at the commencement of each Session, there shall be a period of up to thirty (30) minutes during which members of the public may address the Legislature on any items on the Session Agenda and on any issues germane to the business of the Legislature as determined by the Chairperson. Persons so addressing the Legislature may speak for a maximum of five (5) minutes. These time limits may be waived by the Chairperson. Those persons desiring to address the Legislature must make application to the Clerk of the Legislature prior to the commencement of Session.

RULE 27. All resolutions, local laws and ordinances shall be engrossed by the Clerk in the order in which they have been directed by the County Legislature to be engrossed.

RULE 28. A register shall be made by the Clerk of all resolutions, local laws and ordinances introduced in the County Legislature, in which shall be recorded under appropriate heads, the progress of all such resolutions, local laws and ordinances. The Clerk shall also keep a General Index of all ordinances of a permanent nature.

RULE 29. Every local law or ordinance shall be adopted pursuant to the provisions of Article 3, Section 20 of the Municipal Home Rule Law.

F. VOTING.

Res. 118 - 8.2.22

RULE 30. Oral motions shall be put to vote with a second in regard to resolutions, local laws, ordinances, and amendments, (all other oral motions shall not require a second, and a vote would be taken following the Rules of this County Legislature or Robert’s Rules

of Order), and written motions on resolutions shall be put to vote without being seconded, and if there be no objection to the motions and resolutions when read, they shall be adopted with a roll call to be taken in one of the following manners decided by the Chairperson: (a) the Clerk shall call the name of each County Legislator present; (b) the Clerk shall call the name of the County Legislator whose surname shall be first alphabetically, then the Majority Leader, the Minority Leader, and the County Legislator whose surname shall be last alphabetically.

Res. 131 - 3.5.79

RULE 30a. If there is no objection by a member, amendments to local laws, resolutions or ordinances may be accepted by the sponsor without a separate vote on such amendment; otherwise, any amendment shall be separately put to a vote.

Res. 118 - 8.2.22

RULE 31. The ayes and noes shall be taken on any question whenever so required by any member and whenever so taken shall be entered in the proceedings of the County Legislature, and the Clerk shall record the names of the members and the way they shall have respectively voted. The Clerk shall take and record the ayes and noes, commencing with the Floor Leaders, the legislative districts, and then the Chairperson of the Legislature. Provided, however, that the Clerk shall rotate on a monthly basis the order of taking and recording the ayes and noes for the legislative districts by calling a different district to vote first and last each month, with the Clerk commencing in the first month of the term by calling district one first and district seventeen last, and proceeding consecutively each month to call successive districts first and last. In every instance, the Floor Leaders shall be called to cast the first and second vote, rotating monthly which Floor Leader shall cast the first and which Floor Leader shall cast the second vote, and the Chairperson shall be called to cast the last vote.

Res. 177 - 6.5.89

RULE 32. All Resolutions, Ordinances and Local Laws or Amendments thereto shall be in writing, with votes taken by Ayes and Noes, and shall require a majority vote of the whole number of the County Legislature unless a higher number is required by Charter, Code, these rules, or applicable statute. Oral motions may be adopted by a majority of the members present and voting unless a higher number is required by Charter, Code, these rules, or applicable statute.

Res. 399 - 12.18.00

RULE 32a. Any resolution or amendment thereto for the purpose of naming a county building in Onondaga County shall require the affirmative vote of two-thirds the whole number of the County Legislature.

Res. 118 - 8.2.22

RULE 33. Every member who shall be in the room when a question is stated by the chair, shall vote thereon, unless excused with the consent of at least two-thirds of the members present, or unless if a member be personally interested in the question in which case the member may, upon request, be excused by the Chairperson from voting.

As the name of each legislator is called, the legislator shall, unless excused from the vote, respond by voting “aye”, “yes”, or “no” and no other response shall be permitted.

G. RULES OF THE COUNTY LEGISLATURE

RULE 34. The foregoing rules when adopted by a majority vote of the members present and voting shall immediately become the Rules of this County Legislature.

RULE 35. These Rules shall not be altered or amended except by a majority vote of the Legislators present, accompanied by a written or printed copy of the proposed alterations or amendments.

Res. 692 - 12.28.79

RULE 36. These rules may at any time during the session be suspended by a majority vote of the members present and voting, provided however, that the member making application for such suspension must state the purpose for which the same is asked.

SECTION 2. COMMITTEES.

Res. 118 - 8.2.22

RULE 37. The following Standing Committees, including the committee Chair, Vice Chair and members, shall be appointed by the permanent Chairperson within twenty (20) days after the Chairperson's election, and a list of such Committees shall forthwith be filed with the Clerk of the County Legislature. There shall be five (5) members on the Standing Committees and seven (7) members on the Ways and Means Committee.

STANDING COMMITTEE:

County Facilities

Environmental Protection

Health and Human Services

ADMINISTRATIVE UNIT:

Facilities Management, Parks and Recreation, Rosamond Gifford Zoo at Burnet Park, Department of Transportation, Central New York Regional Transportation Authority, Onondaga County Community College, Onondaga County Public Library, OnCenter Complex, Financial Services Authorized Agencies (unless otherwise provided herein), Physical Services Authorized Agencies (unless otherwise provided herein).

Office of Environment, Water Environment Protection, Metropolitan Water Board, Onondaga County Resource Recovery Agency, Onondaga County Water Authority, Onondaga County Soil & Water Conservation District.

Health Department, Office of Environmental Health, Medical Examiner, Council on Environmental Health, Adult and Long Term Care Services, Department of Children and

	Family Services, Department of Social Services - Economic Security, Veterans Service Agency, Mental Health Services, Hillbrook Detention Facility, Assigned Counsel Program, Hiscock Legal Aid Bureau, Human Services Authorized Agencies (unless otherwise provided herein).
Planning and Economic Development	Agricultural Districts, Office of Economic Development and Associated Boards, Division of Community Development, Information Technology, Onondaga County Industrial Development Agency, Onondaga County Civic Development Corporation, Trust for the Cultural Resources of Onondaga County, Syracuse-Onondaga County Planning Agency, Central New York Regional Planning and Development Board, Greater Syracuse Property Development Corporation, Centerstate CEO, Cornell Cooperative Extension, Visit Syracuse.
Public Safety	District Attorney, Emergency Management Department, Emergency Communications (E-911), Commissioner of Jurors, Sheriff's Office, Probation, Justice Center Oversight Committee.
Ways and Means	Board of Elections, Civil Service, CNY Works, Comptroller, County Clerk, County Executive, County Legislature, Employee Relations, Finance Department, Law Department, Office of Diversity and Inclusion, Division of Purchase, Personnel, Human Rights Commission, Risk Management, Americanization League.

Each standing committee of this Legislature shall review only those resolutions, local laws, propositions, or issues which relate to the corresponding administrative units designated hereinabove. In the event that there is a question as to which committee shall properly review a resolution, local law, proposition or issue, the Chairperson of the Legislature shall decide which standing committee is to review the same.

RULE 38. The committees so appointed by the Chairperson shall have general and supervisory charge of all matters pertaining to the operation of the respective departments of the County Government over which they have supervision. It shall be the duty of each member of the Committees to become familiar with the work of departments

or agencies of County Government entrusted to each of such committee. Each such Committee by majority vote shall have the power to subpoena witnesses and to investigate in such manner as seems best, the particular department or agency of County Government under its supervision and to that end may, if occasion demand, take sworn statements from any county employees of the County on any matter affecting the proper, economical and lawful operation of the department under investigation.

Res. 118 - 8.2.22

RULE 39. The Chairperson of the County Legislature and all members of each Committee, and the Majority and Minority Leaders of the County Legislature shall receive notice of all meetings and any agenda pertaining hereto, but only the members of the respective committees shall be entitled to vote on any and all propositions before the same.

Res. 133 - 11.9.23

RULE 39a. The order of business at each meeting of a standing committee of the legislature shall be as follows:

1. Approval of the minutes of the previous meeting.
2. Presentation of resolutions and local laws.
3. Adjournment.

Res. 118 - 8.2.22

RULE 40. The Chairperson shall appoint all members of Standing and Special Committees. The Chairperson shall also fill all vacancies in said committees from the membership of the County Legislature. The Chairperson shall decide which standing, special or subcommittee is to review a local law, resolution or proposition where not provided for by these rules.

Res. 118 - 8.2.22

RULE 41. All members of standing committees of the County Legislature shall continue in office until their successors have been appointed, but nothing herein contained shall be construed to allow any person to continue to serve upon any committee after said member shall have ceased to be a member of said County Legislature. The Chairperson of the County Legislature shall fill any vacancy occurring in any standing committee by appointment as soon as practicable. The Chairperson may at any time on the Chairperson's own motion refer any resolution, when offered, to such committee as the Chairperson deems proper.

Res. 127 - 4.3.78

RULE 42. No report shall be made by any Committee on any subject referred to it in the absence of a majority of said committee unless a majority of the County Legislature so directs by discharge of said Committee or otherwise. Final action shall not be taken by a standing, special or subcommittee of this Legislature on a local law, resolution or proposal, except for referral to another committee, unless said local law, resolution or proposal is presented in written form; a majority of the committee present and voting may in their discretion waive this requirement.

Res. 127 - 4.3.78

RULE 42a. Except as provided for in these Rules, these Rules shall not apply to the Committees of this Legislature.

SECTION 3. COMMITTEE OF THE WHOLE.

Res. 118 - 8.2.22

RULE 43. The County Legislature may, at any time when in Session, by a majority vote of those present, resolve itself into a committee of the whole on any subject before it, and in such case, the Chairperson shall designate some member to preside for such purpose.

RULE 44. The same rules shall be observed in Committee of the Whole as in the County Legislature, so far as the same are applicable, except that the previous question shall not apply nor shall the number of time a member may be limited, except that ayes and nays shall not be taken.

Res. 118 - 8.2.22

RULE 45. If at any time when the Committee of the Whole it be ascertained that there is no quorum, the Committee Chair shall immediately report the fact to the Chairperson of the County Legislature.

SECTION 4. FISCAL.

RULE 46. Funds shall be established annually by the County Legislature in accordance with the budget as adopted.

RULE 47. The County Legislature pursuant to Sections 607, 608 and 609 of Article VI of the Onondaga County Charter, from time to time may withdraw from or transfer to the several funds such amounts as may be determined by said County Legislature and fixed in the resolutions directing such transfers or withdrawals.

RULE 48. It shall be the duty of every county officer and employee to appear before the Ways and Means Committee upon its request for the purpose of informing the committee of any point relative to the tentative budget submitted by the County Executive for the consideration of the Committees.

RULE 49. Pursuant to Section 2114 of the Code, County officials, heads of administrative units and treasurers of authorized agencies shall make an annual report of the activities of their respective administrative units or authorized agencies during the preceding fiscal year and shall file same with the Clerk of the County Legislature not later than February 1 of each year.

Authorized agencies which have not received financial contribution from the County of Onondaga during the preceding fiscal year shall not be required to file reports pursuant to this Rule.

Res. 118 - 8.2.22

RULE 50. All requests and applications for salary or wage increases of county employees, when presented to the County Legislature, shall be referred by the Chairperson to the Ways and Means Committee. The Ways and Means Committee shall not act upon such salary request until such request has been reviewed by the administrative head

concerned, the Commissioner of Personnel, the Chief Fiscal Officer and the County Executive.

SECTION 5. ORGANIZATION OF THE COUNTY LEGISLATURE.

Res. 118 - 8.2.22

RULE 51. The Organizational Meeting of the Onondaga County Legislature shall convene within the first day, other than a Saturday, Sunday or a holiday, in the month of January of the calendar year next succeeding the General Election at which the Legislators have been elected to the County Legislature, and shall at that meeting elect a Chairperson and Clerks for the term of office for which the members of the County Legislature were elected. Provided, however, that Organizational Meeting may be convened within the first three days, other than a Saturday, Sunday or holiday, in the month of January when so designated in writing by the Chairperson of the County Legislature. A written notice of the date and time of the organization meeting shall be given to each Legislator by the Clerk of the County Legislature at least four days prior to said meeting. Thereafter, the County Legislature shall operate under the Rules of the previous Legislature until such times as new rules are adopted by the Legislative body.

Res. 118 - 8.2.22

RULE 52. Procedure for organization meeting: The Clerk of the County Legislature last elected shall act as Chair pro tem. The Chair pro tem shall call the County Legislature to order and call the roll, followed by a pledge of allegiance to the flag.

Whereupon the Chair pro tem shall declare: “The first order of business is the election of the Chairperson”. Nominations for the office of Chairperson shall then be taken from the floor and such nominations must be seconded. Before proceeding to an election, the Chair pro tem shall inquire if there are any further nominations. If there is no response, the Chair pro tem shall declare the nominations closed. Voting shall be by full roll call with each legislator, when the legislator’s name is called, declaring the name of the candidate of the legislator’s choice who has been duly nominated and seconded. Voting shall continue until a candidate receives a majority vote of the whole number of members of the County Legislature; whereupon the Chair pro tem shall declare the duly elected Chairperson. Upon election, the Chairperson shall immediately assume all duties and responsibilities of the office and shall continue to act in such capacity until the termination of office.

The Chairperson shall then preside over the election of the Clerk, Deputy Clerk and Assistant Clerk of the County Legislature subject to the same procedure and vote. Upon election, the Clerks shall immediately assume all duties and responsibilities of the office of the County Legislature.

RULES OF THE ONONDAGA COUNTY LEGISLATURE ESTABLISHED BY RESOLUTION NO. 659 (DECEMBER 15, 1977) RULES AMENDED BY THE FOLLOWING RESOLUTIONS:

RULE #	RES. #	DATE ADOPTED
37	NO. 11	JANUARY 3, 1978
1, 24, 37, 40, 42, 42a	NO. 127	APRIL 3, 1978
37	NO. 227	JUNE 5, 1978
37	NO. 285	JUNE 5, 1978
37	NO. 679	DECEMBER 18, 1978
30a	NO. 131	MARCH 5, 1979
36	NO. 692	DECEMBER 28, 1979
37	NO. 37	FEBRUARY 4, 1980
37	NO. 396	AUGUST 4-5, 1980
37	NO. 233	JULY 1, 1985
37	NO. 83	MARCH 7, 1988
37	NO. 300	SEPTEMBER 6, 1988
32	NO. 177	JUNE 5, 1989
37	NO. 33	FEBRUARY 5, 1990
13	NO. 317	SEPTEMBER 4, 1990
13, 6	NO. 215	SEPTEMBER 3, 1991
11	NO. 12	FEBRUARY 1, 1993
1	NO. 18	FEBRUARY 7, 1994
37	NO. 24	FEBRUARY 7, 1994
3, 26	NO. 113	JUNE 5, 1995
37	NO. 133	JULY 5, 1995
NDC	NO. 41	MARCH 6, 1995
37	NO. 288	DECEMBER 18, 1995
51	NO. 289	DECEMBER 18, 1995
1	NO. 19	FEBRUARY 5, 1996
3, 26	NO. 22	FEBRUARY 5, 1996
50	NO. 29	FEBRUARY 5, 1996
NDC	NO. 48	MARCH 4, 1996
3, 31	NO. 138	JUNE 3, 1996
37	NO. 328	DECEMBER 15, 1997
3, 31	NO. 43	MARCH 2, 1998
NDC	NO. 87	APRIL 1, 1998
NDC	NO. 151	JUNE 1, 1998
39a	NO. 162	MAY 1, 2000
32a	NO. 399	DECEMBER 18, 2000
37	NO. 7	JANUARY 1, 2002
37	NO. 193	SEPTEMBER 2, 2003
1	NO. 83	APRIL 5, 2004
24	NO. 9	JANUARY 4, 2010
37	NO. 7	JANUARY 4, 2010
1	NO. 410	MAY 3, 2011
37	NO. 545	DECEMBER 6, 2011
37	NO. 13	FEBRUARY 6, 2018
8	NO. 49	MAY 1, 2018
37	NO. 207	DECEMBER 17, 2019
1	NO. 2	JANUARY 5, 2021
2, 3, 8, 10, 11, 15, 16, 17, 18, 19, 20, 22, 24, 26, 30, 31, 33, 37, 38, 39, 39a, 40, 41, 43, 45, 50, 51, 52	NO. 118	AUGUST 2, 2022
22a	NO. 27	MARCH 7, 2023
3 (items 2,4,5,6), 39a	NO. 133	NOVEMBER 9, 2023

NDC - No document change