



Rules of the Saratoga County Board of Supervisors

I. Meetings

- a.** The Board of Supervisors shall convene no later than the 8th day of January each year to conduct its Organizational meeting. The place of the meeting will be the Saratoga County Board of Supervisors Meeting Room at 40 McMaster Street, Ballston Spa, NY 12020.
- b.** The Board shall convene for its Regular Meeting at 4:00pm on the Third Tuesday of every month. The Board's Regular Meeting in February shall convene at 4:00pm on the Fourth Tuesday.
- c.** Special meetings of the Board of Supervisors will be called upon the following conditions:
 - i.** Upon the Direction of the Chairman of the Board of Supervisors;
 - ii.** Upon the direction of the Vice-Chairman, provided that a weighted majority of Board members ratify the meeting when called;
 - iii.** Upon a written appeal to the Chairman, signed by a majority of the whole number of Board members;
 - iv.** Upon a written appeal to the Chairman, signed by a weighted majority of the Board members;
 - v.** Notice to Board members for Special meetings shall be prepared by the Clerk of the Board of Supervisors not less than 48 hours before the date for holding a Special meeting; and
 - vi.** No business shall be transacted at a Special meeting other than that specified in the notice of meeting.

II. Definition of a Quorum

- a.** A majority of the Board of Supervisors weighted vote shall constitute a quorum as defined by County Law Section 153. No business can be conducted at the Organizational, Regular, or Special session without a quorum being present.

III. Selection of a Chairman

- a.** At the Organizational meeting of the Board, held in accordance with the provisions of Section 151 of the County Law, the Board shall select a Chair and a Vice-Chair. Prior to the Chair being selected, the Board of Supervisors shall

select a Temporary Chair, upon a motion and second, with weighted majority vote selecting the Temporary Chair. The Chair and Vice-Chair shall be selected upon a vote of a weighted majority of the members of the Board of Supervisors.

IV. Chair and Vice-Chair

- a.** The role of Chair of the Board shall be defined per the provisions of NYS County Law. In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.
- b.** The Chair shall serve as the Parliamentarian to the Board of Supervisors.
- c.** The Chair shall have the power, and is hereby delegated the authority, to issue proclamations on behalf of this Board and the County including but not limited to, Proclamations of Congratulations and Condolences, and Citations of Citizens or Groups.
- d.** The duties to be performed by the Vice-Chair shall be as follows:
 - i.** Have and exercise all the powers and duties of the Chair at any meeting over which the Vice-Chair is called to preside or which the Chair is not present;
 - ii.** Execute as Acting Chair all documents and agreements authorized to be executed by the Chair of the Board of Supervisors; and
 - iii.** Have and exercise those additional powers and duties authorized by Resolution of the Board, provided such Resolution shall specify:
 - 1.** the dates during which such Vice-Chair may exercise those powers and duties; and
 - 2.** that the powers and duties authorized to such Vice-Chair shall not be exercised by the Chair during that designated time period

V. Order of Business

- a.** The order of business at Regular meetings shall be as follows:
 - i.** Regular Meetings:
 - 1.** Calling of the roll of members
 - 2.** Attention to the Flag
 - 3.** Chaplain
 - 4.** Presentations
 - 5.** Public Input
 - 6.** Approval of minutes of prior meetings
 - 7.** Correspondence
 - 8.** Reports of Committees
 - 9.** Reports
 - 10.** Resolutions
 - 11.** Request for Separate Votes
 - 12.** Motion and Adoption of all Resolutions
 - 13.** Unfinished Business and New Proposals
 - 14.** Other Business
 - 15.** Adjournment

- b.** The Chair of the Board shall have the discretion to modify the sequence of items within the order of business during a regular meeting to accommodate participation or to maintain decorum and order.
- c.** The Board shall be called to order by the Chair at Regular meetings and the roll called.
 - i.** Any member who enters the room after the roll call shall be entitled to take a seat, and the Chair shall instruct the Clerk to note the member's presence in the minutes.
 - ii.** No member shall withdraw from the session without leave being granted by the Chair.
 - iii.** No member shall be allowed to debate upon any report, resolution or notice, or amendment or subsidiary motions thereto, or otherwise hold the floor at a Board meeting, for a longer period than five (5) minutes without the consent of the weighted vote of the members present.
 - 1.** Any member desiring to speak or present any subject matter shall address the Chair and shall not further proceed until recognized by the Chair and granted the floor.
 - 2.** No member shall be allowed a second opportunity to speak on an item until all other Board members have had an opportunity to speak on that item.
 - iv.** Any motion to adjourn, having been duly seconded shall require a roll call vote of the majority of the weighted vote of the Board voting in the affirmative before the session is adjourned.

VI. Public Input

- a.** Each Regular meeting will have fifteen (15) minutes set aside for public input, to allow members of the public to address the board on matters relating to Saratoga County business. The Chair shall have discretion as to extending the 15 minute time limit if there is a large number of people wishing to address the board in attendance.
- b.** Any person wishing to speak during Public Input must sign their name and address on a sign-up sheet for speakers.
- c.** Speakers will be limited to three (3) minutes unless their time is extended by the Chairman.
- d.** Speakers will be called by the Clerk in the order in which they sign up.
- e.** Speaking time may not be transferred from one speaker to another.
- f.** Commercial solicitations to the Board as public input shall be prohibited.
- g.** All written comments sent by mail or electronic mail will be accepted and filed with the meeting minutes.
- h.** The Chair of the Board shall have the right to establish other rules and reasonable time limits governing the appearance of persons before the Board.

VII. Public Hearings

- a.** Any person wishing to speak at a Public Hearing held by the Board must sign their name and address on a sign-up sheet for speakers on the date and at the time of the scheduled public hearing.
- b.** Speakers will be limited to three (3) minutes unless their time is extended by the Chairman.
- c.** Speakers will be called in the order in which they sign up.
- d.** Speaking time may not be transferred from one speaker to another.
- e.** All written comments sent by mail or electronic mail will be accepted and included in the minutes of the hearing.
- f.** The Chair of the Board shall have the right to establish other rules and reasonable time limits governing the appearance of persons before the Board.

VIII. Resolutions

- a.** All resolutions to be presented for consideration of the Board shall be delivered to the Clerk by 12:00 o'clock Noon on the Monday preceding the Board meeting.
- b.** The Clerk will prepare an agenda of resolutions and share the agenda with the Supervisors as soon as is practicable either by mail or through electronic mail. A copy of the agenda of resolutions will be placed on each Supervisor's desk prior to the opening of the meeting.
- c.** Any resolution not so presented by the time stated above may be considered during the Unfinished Business and New Proposals portion of the Board's meeting agenda upon the motion of any Supervisor, which is duly seconded, and approved for addition to the agenda by a majority of the weighted vote of the Board.
- d.** Resolutions not so presented by the time stated above, and not taken up during the Unfinished Business and New Proposals portion of the Board's meeting agenda, shall be moved to the next scheduled Board meeting.
- e.** Motions for new items to be considered as New Proposals by the Board of Supervisors will be entertained in the Unfinished Business and New Proposals portion of the Board's Regular meeting agenda.
 - i.** Items introduced during this time may be done so upon the motion of any Supervisor, which is duly seconded.
 - ii.** Items introduced in this way will be referred by the Chair to the appropriate Standing Committee for review and action at a future meeting. No further Board action is required to refer an item to the Standing Committee for review.
- f.** If a New Proposal is requested to be acted on immediately during the Unfinished Business and New Proposals portion of the meeting agenda, and it is so moved and duly seconded, a vote consisting of a weighted majority vote must be obtained to add the item to the agenda during the current meeting.
 - i.** Any item so added, before being voted upon shall be reduced to writing with the appropriate WHEREAS and RESOLVED sections included in the item.

- ii. Once drafted, the item shall be duly moved and seconded, with a majority of weighted vote necessary to pass the item.
 - iii. Provisions (f) (g) and (h) below must be adhered to for any new item added to an agenda and voted on in this way.
- g. All resolutions presented to the Board shall be in writing with the name of the Supervisors from the Standing Committee presenting and voting in favor of such resolution appearing thereon. If a resolution is not introduced through the Standing Committee process, the Supervisor introducing the item (and co-Sponsors) shall be listed on the resolution.
- h. All resolutions and reports of Committees shall be numbered consecutively by the Clerk as presented. With respect to each resolution, the Clerk shall read the name of the Committee or Supervisor introducing the resolution, the title of the resolution. Any member of the Board of Supervisors may request of the Chair of the Board to read the Whereas and Resolved paragraphs of a resolution or resolutions. Granting of such requests shall be at the discretion of the Chair of the Board.
- i. The Clerk shall enter the names of the moving members in the minutes.
- j. The ayes and noes shall be recorded on all resolutions and reports of committees, and on any question, the ayes and noes shall be recorded if requested by any member. Such votes shall be recorded in accordance with Local Law 2-68, as amended, which establishes the weighted vote of each member.
- k. Any member may request a separate vote on any resolution. A request for a separate vote shall not require a second. Separate votes shall be required in instances where a Supervisor needs to recuse themselves or abstain on an individual resolution.
- l. Final action shall not be taken on the annual budget until at least ten (10) days shall have elapsed after a typewritten, printed, or electronic copy thereof shall have been placed on the desk of each Supervisor, or sent to each Supervisor via electronic mail.
- m. Minor informalities: A minor informality is a matter of form rather than substance based on the content of a proposed resolution, such as a typographical error that can be corrected promptly. If a minor informality is identified during the discussion on a resolution that has been duly moved and seconded, the Chair of the Board may direct the Clerk of the Board to correct the minor informality without need for a motion to amend the resolution. Substantive amendments to any resolution that has been duly moved and seconded shall require a weighted majority vote to pass. Any proposed amendment with a budget impact shall be considered a substantive amendment. The Chair of the Board in consultation with the County Attorney shall determine if any other identified error in a proposed resolution is to be considered a minor informality or a substantive amendment.

IX. Other Business

- a. During the Other Business portion of the meeting agenda, there is opportunity for an open discussion where any items can be brought up by the Supervisors for comment. Questions may be asked of County staff, and/or comments, remarks, or announcements on any item relevant to Saratoga County can be discussed. The Chair shall decide whether a Supervisor's topic is relevant to Saratoga County.

All members must ask permission of the Chair to speak during the Other Business portion of the meeting and shall be limited to no more than five (5) minutes on any given topic.

X. Standing Committees

- a. The following Standing Committees shall be appointed by the Chair of the Board:

Committee Name	Numbers of Members
Buildings & Grounds	7
Economic Development	7
Health & Human Services	7
Human Resources & Insurance	7
Government Review & Efficiency	7
Law & Finance	7
Legislative	7
Public Safety	7
Public Works	7
Racing & Gaming	7
Real Property Tax	7
Technology and Resiliency	7
Trails & Open Space	7
Veteran’s Affairs	7

- b. The Chair of each Standing Committee shall be selected by the Board Chair at the Organizational meeting each year.
- c. Vice-Chairs of each Standing Committee shall be selected by the Chair of the Committee.
- d. Committee Chairs shall confer with the Clerk of the Board of Supervisors to schedule the committee meeting schedule for the year as soon as practicable following the Organizational Meeting, but meeting schedules shall be finalized no later than January 10th of each year for all Standing Committees.
- i. The Law & Finance Committee meeting shall be scheduled on the 2nd Wednesday of every month.
 - ii. Items approved by the Law & Finance committee at its monthly meeting shall constitute the Board agenda for the Regular meeting each month.
- e. The Chair of the Board shall be a member ex-officio of all Committees. With respect to all standing Committees, a quorum shall consist of a simple majority of its members.
- f. All Standing committee actions shall not be approved unless a majority of its constituted members vote in the affirmative on an action.
- g. Committee Chairs, in consultation with the County Attorney and if necessary, the respective affected Department Heads and the County Administrator, shall have agenda items prepared for each monthly meeting no later than four (4) County business days before the scheduled Committee meeting.

- h. The Clerk of the Board will distribute each Committee agenda of proposed items and supporting materials to the Committee members as soon as is practicable, but no less two (2) County business days prior to the scheduled Committee meeting by electronic mail and in the member's mailbox receptacle.
- i. No person, other than a member of the Board of Supervisors shall be permitted to address any Standing Committee unless twenty-four (24) hours' prior notice is given to the Clerk of the Board or Committee Chair setting forth the identity of such person or organization and the nature of the subject matter to be presented to the Committee.
 - i. Notice can be in writing, by telephone or electronic mail communication
- j. Regardless of the provisions set forth herein relating to twenty-four (24) hours' prior notice, any person shall be permitted to address a meeting of a Standing Committee with the approval of a majority of the members of the Committee in attendance.
- k. Speakers will be limited to three (3) minutes unless their time is extended by the Chairman.

XI. Standing Committee Definition and Scope

- a. **BUILDINGS & GROUNDS COMMITTEE:** To have charge of all County property, its use, maintenance, renovation, space allocation, repairs and replacement, including maintenance operation or development of the Saratoga County Airport; to oversee and approve all lease agreements involving the County of Saratoga; to oversee parking regulations and facilities; and supervise the provision of construction, technical, engineering and legal services necessary or appropriate for construction of County facilities.
- b. **ECONOMIC DEVELOPMENT COMMITTEE:** To have supervision over County planning matters and activities as provided under Section 220 of the County Law and Article 12(b) of the General Municipal Law; to meet periodically with the County Planning Board for the purpose of correlating its activities and objectives; generally managing and dealing with all matters of transportation, excluding those assigned to the Public Works Committee; to act as liaison with the Capital District Transportation Authority; to handle matters under the Mass Transportation Act; to develop, as the need arises, long range plans affecting any forms of transportation within the County; to work in conjunction with various County publicity and promotion committees in fostering continuous publicity for the County and to formulate a County promotion program; to consult with industrial and business firms regarding matters of mutual interest and concern; to assist local efforts to attract new business and industry to the County in a continuous effort to improve the commercial and industrial climate of the area; to have general supervision over the operations of the County's Office of Employment and Training; to meet periodically with and to maintain liaison with appropriate economic development organizations and to make such recommendations to the Board of Supervisors as it deems in the best interests of the County; to have general cognizance of all matters relating to preservation and improvement of agriculture and husbandry; and maintain liaison with Boards of

Directors of the County Extension Association, the County Fair and the Saratoga County Prosperity Partnership.

- c. GOVERNMENT REVIEW & EFFICIENCY COMMITTEE: To promote, chart and improve the scope, efficiency, effectiveness, and economy of County government and to recommend means of improving the coordination of the entire County operation and of its various departments with each other. To annually review and make additions, modifications, and deletions to the Rules of the Board of Supervisors and to County's Policies and Procedures, and the Saratoga County Code; to review and ensure that the County Appointment book contains the most relevant and appropriate statutory Committees and Individual appointments.
- d. HEALTH & HUMAN SERVICES: To oversee generally all County health programs, including the Physically Handicapped Children's program; to consult with the County Community Services Board; and to have general supervision over the operations and programs of Saratoga County Public Health Services and Saratoga County Mental Health and Addiction Services. To have general supervision over the operations of all agencies and departments now or hereafter involved with social programs, including the Social Services department, Office for the Aging and Youth Bureau; to maintain liaison with federal and state agencies in connection with such programs; to recommend any changes in personnel or appropriations required for the efficient operation of the said County departments; to hear any member's recommendations to the Board of Supervisors in connection therewith; to explore all federal and/or state social programs applicable to the County, its departments or municipalities; to make recommendations to the Board of Supervisors as to the advisability of County participation and to forward pertinent data thereon to other interested County municipalities.
- e. HUMAN RESOURCES & INSURANCE COMMITTEE: To have general supervision over all county personnel matters; to have charge of safety concerns regarding county personnel and property; to have charge of a County Risk Management Program; to have jurisdiction over all county liability insurance; to supervise county compliance with the Occupational Safety and Health Act; to have jurisdiction over the Saratoga County Workers' Compensation Plan and to advise and assist the Workers' Compensation Administrator in the management of the Workers' Compensation Plan; to oversee and make recommendations regarding the creation, abolishment and reclassification of job descriptions and regarding the functions, staffing and salaries for county departments; and to review and evaluate compensation and performance of county employees who are not members of collective bargaining units, including county officials and department heads.
- f. LAW AND FINANCE COMMITTEE: To have general supervision over all matters where County funds or laws are concerned; to review the tentative Annual Budget for the consideration of the Board; to have general supervision over matters pertaining to the offices of County Auditor, Budget Officer, County Treasurer, County Clerk and County Attorney; to have general oversight over matters related to the operation of Saratoga County Sewer District No. 1 and matters referred to the Board of Supervisors by the Saratoga County Sewer

District Commission; to supervise negotiations with employees organizations; to coordinate Committee programs and to make recommendations relative to office management, equipment and personnel; to have jurisdiction over all referred matters from any ad hoc or special Committee created by either the Chairman or the Board; to have initial jurisdiction over all referred matters not specifically within the jurisdiction of another Committee, and to confer with the Chair and members of a Committee when a matter overlaps or infringes on the functions of such Committee.

- g. LEGISLATIVE & RESEARCH COMMITTEE:** To confer with members of other legislative bodies; to urge such bodies to approve or disapprove legislation affecting the County of Saratoga; to attend sessions of other legislative bodies, particularly the State Legislature; to examine all proposed legislation affecting the County or any of its subdivisions; to report to the Board for its approval or disapproval of such legislation; to maintain liaison with Boards of Supervisors of other counties.
- h. PUBLIC SAFETY COMMITTEE:** To have supervision over County matters pertaining to the courts, law enforcement and emergency services agencies, including the Sheriff's department, District Attorney, Public Defender, Probation Department, Commissioner of Jurors, Civil Defense, Office of Emergency Services, the County's emergency radio communications system, the operation of the County Animal Shelter and the facilities and operations of the Supreme, County, Surrogate and Family Courts, and Supreme Court Law Library.
- i. PUBLIC WORKS COMMITTEE:** To consider all requests and recommendations made by the County Commissioner of Public Works as to order and type of roads to be constructed, programs and projects for road construction, reconstruction or maintenance; snow and ice control; purchase of machinery; acquisition of rights of way for State and County highways; to confer with State officials with reference to location of proposed State highways within the County; to provide requested engineering services to other County departments; and to supervise the privatization of the County's recycling program.
- j. RACING & GAMING COMMITTEE:** To consider matters related to the horse racing and electronic gaming industries in Saratoga County and to oversee and develop County policies and activities in support of the racing and electronic gaming industries in Saratoga County; and to make such recommendations to the Board of Supervisors as it deems in the best interests of the County.
- k. REAL PROPERTY TAX COMMITTEE:** To have general oversight of the County's real property tax enforcement proceedings, including setting the dates of the County's real property auctions, reviewing tax delinquent parcels that may be acquired through the tax foreclosure process, approving requested second pulls of parcels from the County's real property auction, approving repurchase offers for tax acquired properties, approving the results of the County's real property auction, approving the pre-auction conveyance of a tax acquired parcel to an authorized municipal or public entity which is not the former owner of such parcel, and, when appropriate, recommending to the Board alternatives to the disposition of tax acquired parcels other than sale at public auction; recommending to the

Board the retention of a tax acquired parcel or parcels for municipal purposes; review the reports of the County Auditor as to all tax refunds paid by the County Auditor in amounts up to \$2,500; recommending to the Board the approval of any requested tax bill corrections, tax refunds, or tax credits over the amount of \$2,500; recommending to the Board the denial of any requested tax bill corrections, tax refunds or tax credits, regardless of the amount at issue; recommending to the Board the cancellation of taxes, when appropriate; recommending to the Board the appropriate action to be taken relative to any new tax exemptions or changes in current tax exemptions; and maintaining a Manual of Policies and Procedures of the Committee relative to the various real property tax services provided by the Committee and the County.

- i. TECHNOLOGY & RESILIENCY COMMITTEE:** To oversee all aspects of County Internet Technology (IT) and Information Systems; to oversee the County's IT infrastructure; to evaluate and recommend potential software solutions requested by Department Heads for the purpose of making County operations more efficient and/or cost effective; to consider recommendations of the IT Director; and to review and propose initiatives that enhance generally the public's access to the workings of County Government, programs and services as well as to the improved access to Internet Technology in Saratoga County; to examine the County's flexibility and responsiveness through social and economic resilience, sustainability, and disaster management; and to coordinate with other standing committees and County departments to accomplish those goals.
- m. TRAILS AND OPEN SPACE COMMITTEE:** To administer the County's Trails and Open Space Grant programs; to oversee and work with the Planning Department on the management of the County Forest trails; to oversee the management, development and improvement of County parks; to have general cognizance of all matters relating to the preservation and improvement of the environment; to maintain liaison with the Environmental Management Council; to have general cognizance of all matters relating to propagation of fish and game birds, reforestation projects and care of trees, forest fires, bounties, soil conservation; and to meet periodically and maintain liaison with Boards of Directors of the Soil Conservation District, Saratoga PLAN and other similar organizations.
- n. VETERANS AFFAIRS COMMITTEE:** To oversee all programs for military veterans throughout the County; to confer with members of other legislative bodies on appropriate benefits for military veterans; to conduct suitable events to honor and memorialize veterans.

XII. Roberts Rules of Order

- a.** Except as otherwise provided in the Rules of this Board, Robert's Rules of Order shall be deemed to govern the conduct of Regular and Special Meetings of the Board.

XIII. Amendments to the Rules

- a.** These Rules may not be amended or rescinded except upon the affirmative vote of 2/3 weighted majority of the Board, after the proposed amendment has been submitted in writing and referred to the Government Reform & Efficiency Committee.
- b.** Rule amendments shall not be acted upon until laid over to the next meeting of the Board of Supervisors.
- c.** Any Rule may be suspended for a single meeting upon a vote of the weighted majority of the Board members.
- d.** Amendments to the rules shall be notated and recorded by the Clerk of the Board of Supervisors listed on the working document as established.

Initial Adoption:	January 6, 2021:	Resolution 1-2021
Amended:	February 23, 2021:	Resolution 53-2021
	June 15, 2021:	Resolution 186-2021
	August 17, 2021:	Resolution 248-2021