

**Title: Chemung County Legislature Route Slip & Resolution Policy  
(Adopted Resolution #\_\_\_\_\_)**

Purpose: To outline the procedure for members of Chemung County Government to prepare and submit requests for action by the Chemung County Legislature, which action items are approved by resolution.

Legal References: Chemung County Charter: sections 201 (3); and 203 (c), (d), (f), (m); and 302(b); and 309; and Article IV; and Article XX; and Article XXI; and Article XXIII.

Rules of Order and Procedure for the Chemung County Legislature (Resolution 08-100): Prefatory Recital before Rule I, and Rule III (JJ).

Policy:

- I. Recitals:
  - a. The Chemung County Legislature is the governing body of the County, and governs through resolutions that are discussed, voted on, and duly adopted by it.
  - b. A “route slip” is defined as a request for a resolution by the Legislature.
  - c. “Novus” is the computer system that the Chemung County Legislature presently uses to receive and review route slips, and to ensure that each item has sufficient explanation, documentation, and approvals. If the Novus system is replaced, this policy shall be updated accordingly.
  - d. Before route slips are added to a Legislative standing committee meeting agenda, they are reviewed and approved by the Chairperson, and assigned to the appropriate standing committee.
  - e. Route slips are to be received by the Legislature via Novus ten (10) calendar days before the standing committee meeting to which they apply, except upon exception granted by the Chairperson for good cause.
- II. Legislative Branch: Route slips generated by the Legislative Branch are to be input into Novus as directed by the Chairperson of the Legislature.
- III. Executive Branch:
  - a. Route slips generated by the Executive Branch are to be input into Novus as directed by the County Executive or, where appropriate by Chemung County Charter, by the elected head of an administrative unit.

b. Route slips items submitted through Novus request:

- i. Identification of whether the item is state-mandated, and whether it involves SEQRA (and, if so, the type of action and its status).
- ii. Presentation of a clear and concise explanation of what is being requested, together with a clear and concise justification for the request.
- iii. Supporting documents and information attached as necessary to provide the Legislature and all approvers a sufficient basis to understand, process and discuss the request.
- iv. Indication of the precise amount of money being requested to be appropriated for the request, and indicate whether any such funds are reimbursable by Federal, State or other grant or source.
- v. Identification of whether there is a prior resolution that was approved by the Legislature on the same or a substantially similar topic.
- vi. Indication of the County Department effected by the request.
- vii. Indication of the review and approval of the County Executive or, where appropriate by the Chemung County Charter, by the elected head of an administrative unit.
- viii. [For personnel actions only] Indication of the review and approval of Civil Service / Personnel (with supporting documents where appropriate).
- ix. Indication of the review of the Budget Director.

IV. Action by the Legislature: Upon receipt and review of route slips, the Chairperson of the Legislature, Clerk of the Legislature, Attorney for the Legislature, and Chairperson of any Committee to which the route slip is assigned may request documents or information to assist the Legislature in its understanding, contemplation, and vote on the item.