



Government Operations Committee

Committee Meeting

60 Central Ave.
Cortland, NY 13045
<https://www.cortlandcountyny.gov>

~ Agenda ~

Tuesday, March 11, 2025

11:00 AM

Room 302

WebEx Meeting Information

<https://cortlandny.webex.com/cortlandny/j.php?MTID=mb92c48df0329971e7611474a3339b04e>

Tuesday, March 11, 2025 11:00 AM | 1 hour | (UTC-05:00) Eastern Time (US & Canada)

Meeting number: 2333 362 4461

Password: X3gjDCmvM74

Join by phone

+1-415-655-0001 US Toll

Access code: 233 336 24461

CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Committee Member Douglas Bentley	☐	☐	☐	
Committee Member Cathy Bischoff	☐	☐	☐	
Committee Member Paul Heider	☐	☐	☐	
Committee Member Dominick Mantella	☐	☐	☐	
Committee Member Eugene Waldbauer	☐	☐	☐	
Committee Vice-Chair Mitchel Eccleston	☐	☐	☐	
Committee Chair Joseph Nauseef	☐	☐	☐	

MINUTES

1. Government Operations Committee - Committee Meeting - Feb 11, 2025 11:00 AM

RESOLUTIONS

ON MOTION OF NAUSEEF

AGENDA ITEM NO. 1

Establishing a Formal Proclamation Policy for Cortland County – Clerk of the Legislature

WHEREAS, the Cortland County Legislature recognizes the importance of issuing proclamations to commemorate significant events, achievements, and contributions that positively impact the County and its residents; AND

WHEREAS, the issuance of proclamations should follow a uniform process to ensure fairness, transparency, and efficiency in granting such recognitions; NOW THEREFORE BE IT

RESOLVED, that the Cortland County Legislature hereby establishes the following policy for the issuance of proclamations:

1. **Purpose:** Proclamations are honorary, non-legally binding documents issued by the Cortland County Legislature to recognize individuals, organizations, events, or causes of countywide significance. **Proclamations shall not be issued for divisive political issues, personal,**

business, or political endorsements.

2. Request Process:

- a) Requests for proclamations must be submitted in writing to the Clerk of the Legislature at least 14 days prior to the intended issuance date.
- b) Requests should include the proposed text, the reason for recognition, and any supporting documentation.
- c) Requests shall be reviewed by the Chair of the Legislature or their designee to determine eligibility.
- d) Proclamations may only be requested by residents or organizations that have representation with Cortland County.

3. Approval Process:

- a) Proclamations deemed appropriate will be scheduled for presentation at a legislative session or an appropriate public event.
- b) The Chair of the Legislature retains the discretion to approve, modify, or deny any request.
- c) Proclamations do not require a vote by the full Legislature but shall be noted in the legislative record.

4. Format and Presentation:

- a) Proclamations shall follow a standard format as established by the Clerk of the Legislature.
- b) The document shall be signed by the Chair of the Legislature and may be co-signed by other legislators if deemed appropriate.
- c) Proclamations may be presented in person at an event held within Cortland County, in person at a legislative meeting, or picked up in the office of the Clerk of the Legislature.
- d) Requests for legislative attendance at events for presentation of Proclamations must be included in the submission to the Clerk of the Legislature, but does not guarantee attendance.

5. Restrictions:

- a) Proclamations shall not be issued for matters of controversy, political endorsements, or personal milestones such as birthdays and weddings, except for those of exceptional public service.
- b) Proclamations should be aligned with the values and mission of Cortland County.

6. Public Access:

- a) Information about the proclamation policy and request procedures shall be made available to the public through the official Cortland County website and the Clerk of the Legislature's office.

; AND BE IT FURTHER

RESOLVED, that this policy shall take effect immediately upon adoption and shall be reviewed periodically for necessary amendments.

MONTHLY REPORTS

1. County Clerk Monthly Report
1. Weights and Measures Monthly Report
3. Board of Elections Monthly Report
4. County Attorney Monthly Report
5. Safety Office Monthly Report
6. County Clerk Monthly Report
7. Clerk of the Legislature Monthly Reports
8. Personnel Monthly Report

DISCUSSION ITEMS

ADJOURNMENT