

**RULES OF THE COUNTY  
LEGISLATURE  
OF THE  
COUNTY OF HERKIMER**

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Revised as of 3/13/18

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The County Legislature of Herkimer County, pursuant to County Law and the Herkimer County Charter, and amendments thereto, does enact as follows:

**SESSION PROCEDURE**

**RULE 1.** The members of the County Legislature shall organize and select a Chairman on the first Monday in January at 2 o'clock p.m., except when the first Monday shall be on January 1st, in which event it shall be the following Tuesday.

Effective January 1, 2001, regular non-organizational quarterly meetings shall be held on the first Wednesday of the months of January, April, July and October. Regular meetings of the Herkimer County Legislature shall be held on Wednesdays, on dates to be designated by the Chairman of the Legislature. No regular January quarterly meetings shall be held in any January in which there is an organizational meeting.

**RULE 2.** At the organizational meeting in each even numbered year the Legislature shall elect a chairman to serve for two years, and said chairman shall not succeed himself after the fourth calendar year of so serving.

The Legislature shall also elect a Vice Chairman. In the absence of the Chairman, the Vice Chairman shall assume the duties of the Chairman. The duties to be performed by the Vice Chairman shall be as follows:

- A. Preside over a duly constituted meeting of the Legislature.
- B. Have and exercise all powers and duties of the Chairman in any meeting over which he is called to preside.
- C. Have and exercise powers and duties other than as set forth in A and B above, only during the absence of the Chairman, and only as authorized by the Chairman or by resolution of the Board providing such resolution shall specify the dates during which said Vice Chairman may exercise those powers and duties.

Otherwise, all of the provisions of the County Law Section 151 shall prevail as far as the organization of the Legislature is concerned.

**RULE 3.** Special sessions of the Legislature shall, upon the filing with the Clerk of a request therefor by a majority of all the members of the Legislature or by the Chairman, be called by him by mailing to each member at least three days before the date of such session, a written notice thereof stating the date and purpose of such special session.

**RULE 4.** A majority of all the members elected to the Legislature shall be considered a quorum for the transaction of business, but any lesser number may adjourn the Legislative meeting.

**RULE 5.** The Chairman shall take the chair at each day's session at 7:00 p.m., except for quarterly meetings on the first Wednesday of April, July and October, and on these quarterly meetings the Chairman shall take the chair at 2:00 p.m., unless otherwise ordered. In case of the non-appearance of the Chairman or the Vice Chairman, within five minutes of the appointed hour, the Clerk shall call the Legislature to order and the Legislature shall select a temporary chairman to preside during the absence of the Chairman and Vice Chairman for a period not to exceed one day. He shall call to order and, except in the absence of a quorum, shall proceed to business in the manner prescribed by these rules.

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**RULE 6.** The Order of Business of each regular session of the Legislature shall be as follows:

1. Pledge of Allegiance to the flag of the United States
2. Roll call of members.
3. Reading of minutes of preceding session.
4. Reading in full of claims disallowed by Auditor and presented by claimants for audit by the Legislature.
5. Comments by residents (see Rule 11)
6. Presentation of petitions, communications and notices.
7. Unfinished business.
8. Reports of standing committees.
9. Reports of special committees.
10. Resolutions and motions.
11. Special orders of the day.
12. Comments by Legislators.

**RULE 7.** On roll call the Clerk shall record by name all members present or absent; before termination of the session the clerk shall also call the roll of absentees.

**RULE 8.** In the absence of objection or correction, the minutes shall stand approved without formal motion.

**RULE 9.** All petitions, reports and resolutions shall be reduced to writing by the

member(s) or committee(s) offering the same, and filed with the Clerk of the Legislature not later than the end of the third business day before the date of the legislative session at which it will be considered.

Upon request of any member, any amendment to a resolution, or any motion, shall be reduced to writing.

An amendment, unless ruled not germane by the Chairman, may be made and seconded to any resolution being considered by the Legislature; any such amendment is not governed by the third business day rule.

**RULE 10.** None of these rules of order shall be suspended except by unanimous consent. None shall be amended except upon majority vote of all members of the Legislature after one day's notice, accompanied by a written copy of the proposed amendment or amendments, except that any amendment of Rule 2 of these rules shall require a vote of two-thirds (2/3) of all members of the Legislature.

**RULE 11.** The intent of the Legislature is to establish by rule the existing custom of allowing comments by residents of Herkimer County at regular meetings of the County Legislature. Any resident attending any meeting may, before the meeting is called to order, give his/her name to the Clerk of the Legislature, together with a brief description of the matter upon which comment will be made. Under Item 5 in the order of business set forth in Rule 6, the Chairman will recognize the person(s) on the list. Comments of each speaker shall be limited to five minutes and, in no event, shall the period for comment extend beyond thirty minutes.

**RULE 12.** Requests for resolutions by any head of an administrative unit (department head) must be first brought to the Committee which is responsible for that department.

All resolutions must be approved by the committee representing the department which is affected by the resolution. All resolutions for the appropriation, expenditure or transfer of moneys shall be approved by the Ways and Means, following approval by the committee primarily responsible for the department concerned.

**RULE 13.** On roll call, the ayes and nays shall be taken on any question whenever so required by law or requested by any member and whenever so taken, shall be entered in the proceedings of the Legislature. When a roll call vote is called for, the Chairman of the Legislature shall direct the Clerk to select, at random, a number from a box provided, which shall contain numbers from one through seventeen. The roll call sheet shall be arranged in a district sequence and the call shall be commenced beginning with the member of the Legislature representing the numbered district selected from the box and continue in numerical sequence until its conclusion. The Clerk shall record the names of the members and the way each shall have respectively voted.

**RULE 14.** This Legislature hereby establishes a consent agenda which shall be a portion

of the printed agenda listing matters that are expected to be non-controversial and on which there are likely to be no questions. The Chairman of this Legislature shall have the authority to designate resolutions which shall be placed on the consent agenda, and any legislator shall have the right to remove any item from the consent agenda if it includes any matters on which they may have a question, or which they would like to discuss or oppose, in which case that matter will be transferred to the regular agenda so that it may be considered and voted on separately. The remaining items on the consent agenda shall then be voted on as a block.

**RULE 15.** If the question in debate contains several distinct propositions, the same shall be divided by the Chair at the request of any member and upon the affirmative vote of the majority to the end that a vote may be taken on each proposition, but a motion to strike out and insert shall be deemed indivisible.

**RULE 16.** 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 of the Legislature.
2. For the previous question.
3. To lay on the table.
4. To postpone to a certain date.
5. To postpone indefinitely.
6. To go into a committee of the whole on pending subject immediately.
7. To commit to a committee of the whole.
8. To commit to a standing committee.
9. To commit to a special committee.
10. To amend.

#### **COMMITTEES AND THEIR DUTIES STANDING COMMITTEES**

**RULE 17.** The following standing Committees shall be appointed by the Chairman:

- A. Administration - Veterans' Affairs**
- B. Ways and Means Committee**
- C. County Planning and Development Committee**
- D. County Properties Committee**
- E. Education Committee**
- F. Natural Resources Committee**
- G. County Highways Committee**
- H. Public Safety and Emergency Management Committee**

**I Human Resources**

**J. Information Services Committee**

Each of the said Standing Committees shall have 4-7 members at the option of the Chairman. One member of the County Properties Committee shall be appointed from the Town of Herkimer.

**RULE 18.**

A. The Chairman of the Board shall be a member ex-officio of all committees, and if present at a meeting of a Committee, shall have the right to fully participate in all of the functions of the Committee, including the right to vote at committee meetings.

B. Each member appointed to a Standing committee shall serve until the end of the term for which he was elected.

C. At the time a Committee is appointed, the Chairman shall designate one of the appointees as Chairman of the Committee.

D. Any committee appointed by the Chairman of this Legislature shall have the power to make its own rules as to time, place, and procedure of its meetings. All members of the County Legislature shall be notified as to time and place of all committee meetings.

E. Each Committee shall, in a meeting, consider matters set forth in the following rules as being the business of said Committee, and upon deciding a matter to be presented to the Legislature for consideration, shall report that matter to the Clerk of the Legislature by the end of business on the third business day before a scheduled legislative meeting. The Clerk of the Legislature shall prepare an agenda for the meeting and mail and/or e-mail, at the option of each legislator, copies of the agenda and all proposed resolutions to each member of the Legislature not later than the end of the second business day before any scheduled meeting.

Any resolution not so delivered may be considered at said legislative meeting unless objection is made thereto and sustained by a majority vote.

**RULE 19.** If any business comes before the Legislature which does not appear to be the business of any Standing Committee as set forth in the following rules, the Legislature may create a Special Committee by resolution. The Resolution shall set forth powers and duties of the Special Committee, the number of members, and the term for which members shall serve, which term shall not be longer than the term for which the member is elected. Members of a Special Committee and the Chairman thereof shall be appointed by the Chairman.

**RULE 20.** Members of all Standing and Special Committees shall be appointed by the Chairman from the membership of the Legislature, and vacancies on any Committee shall

be filled by the Chairman from the membership of the Legislature.

**RULE 21.** Each Committee shall cooperate with the heads of its respective administrative units in the submission of estimates for the annual budget as required by Section 353 of the County Law.

Each Committee shall have charge of all furnishings and equipment of departments under its jurisdiction.

**RULE 22.** All bills disallowed in whole or in part by the auditor and presented by the claimant for audit by the Legislature, all petitions, reports and other communications coming to the Legislature shall be referred by the Chairman to the proper Committee in accordance with the duties of the Committee as set forth below.

Without unanimous consent, no matter except election or appointment of officers shall be acted upon by this Legislature, except after reference to the proper committee, and it shall be the duty of the Chair to make such reference.

No matter referred to a Committee shall be withdrawn there from except upon a vote of a majority of all members of this Legislature.

In lieu of a committee vote, committee consent for consideration by the full Legislature may be indicated by the signature of a majority of the committee members on any proposed resolution prior to its approval by the full Legislature.

**RULE 23.** The duties assigned to each Committee and the County Officials over whom said Committee shall have supervision are as follows:

**A. ADMINISTRATION/VETERANS' AFFAIRS**

To have general supervision over matters pertaining to the Offices of County Administrator; Clerk of the Legislature; County Clerk; Election Commissioners; County Historian; Director-Veterans' Service Agency; to recommend amendments to the Rules of the County Legislature; to review and make recommendations upon matters in which the County of Herkimer has an interest under consideration in other legislative bodies; to have referred to this Committee all other matters not specifically allocated to other Standing Committees which involve the present or future best interests of the residents of this County; to investigate on behalf of the Legislature all matters which may be assigned to it; to supervise all of the county involvement with veterans of the Armed Forces of the United States, and the Veterans' Service Agency; to consider tax exemptions for veterans and make recommendations thereon to the Legislature.

**B. WAYS AND MEANS COMMITTEE**

To have general supervision over matters pertaining to the Offices of County Auditor;

County Treasurer; County Attorney; Budget Officer/Purchasing Agent; Director, Real Property Tax Services; to have general supervision over all matters where county moneys are concerned; to have charge of preparing the annual budget for consideration by the Legislature; to reassess unpaid school, village and city taxes; to sponsor resolution(s) making appropriations of moneys for county purposes; to levy taxes and assessments for the purposes of town budgets; to levy taxes upon the taxable property within the County to support the government of the County of Herkimer; to review and recommend changes in tax rolls and the making of refunds of tax moneys as provided for in the Real Property Tax Law; to have charge of all tort claims filed against the County, and other law suits by and against the County of Herkimer; to have jurisdiction over all county insurance, including the Herkimer County Self-Insurance Plan and Group Medical and Dental Plans; to act as a county Risk Management Committee to determine the extend of insurance needs in the County to the end that all liabilities may be covered by insurance with companies licensed to do business in the State of New York, or be self insured by the County.

To have general supervision over matters pertaining to the Offices of Personnel Officer and Workers' Compensation Administrator; to approve, before presentation to the Legislature, all resolutions changing the salary of any officer or employee, and changing the number of employees in any department, after report thereon from the Committee responsible for the Department concerned; to supervise negotiations with employee organizations, to participate, in accordance with any negotiated agreement, in grievance procedures, and to make report on the matters involved; to have jurisdiction over the Herkimer County Self-Insurance Plan and to approve its budget; to advise and assist the Workers' Compensation Administrator; to have jurisdiction over group Medical and Dental plans, to cooperate with the County Ethics Board in its duties; to have charge of Herkimer County compliance with the Occupational Safety and Health Act, and all other statutes enacted by the state and federal governments for safety and protection of persons involved with county functions.

### **C. COUNTY PLANNING AND DEVELOPMENT COMMITTEE**

To have general supervision over matters pertaining to Director-Youth Bureau and Director of Employment and Training Administration and all matters concerning the Mohawk Valley Water Authority, and all matters involving water from the Hinckley Reservoir and/or the West Canada Creek. To maintain liaison with Boards of Supervisors of Legislature of other counties and with various state and federal agencies to the end that measures may be adopted to promote and improve the scope, efficiency, effectiveness, and economy of county government; to recommend means of improving the coordination of the entire county operation and of its various departments with each other; to cooperate with all organizations organized and dedicated to helping growth in Herkimer County, in particular, any such organization financed in whole, or in part, by Herkimer County; to have charge of the special programs and projects as designated by the Chairman of the



Legislature; to maintain liaison with the Onondaga-Herkimer Solid Waste Management Authority in all matters involving problems of solid waste within the County, and to cooperate in adopting and enforcing necessary rules and regulations for said purposes; and, when appropriate, to recommend to the Legislature the engaging of the services of technical, engineering and legal personnel necessary for resolving solid waste problems, subject to the approval of the Legislature.

#### **D. COUNTY PROPERTIES COMMITTEE**

To have general jurisdiction over the land and buildings owned or leased by the County of Herkimer and have charge of the maintenance, repair and upkeep, and space allocation of and in all of said land and buildings, except lands and buildings occupied and used by the Herkimer County Sewer District and Herkimer County Highway Department; to have jurisdiction, in conjunction with the Education Committee, over capital projects concerning the lands and buildings of the Herkimer County Community College; to have jurisdiction, in conjunction with the Human Resources Committee, over capital projects concerning the lands and buildings of the Country Manor; to have jurisdiction over land heretofore or hereafter acquired by the County in Delinquent Tax proceedings; to supervise, with cooperation of the County Property Agent, auction sales and other sales of land, not needed for county purposes, acquired in such proceedings; and to recommend to the Legislature approval of such sales.

#### **E. EDUCATION COMMITTEE**

To have general supervision over all matters concerning Herkimer County Community College and all of the land and buildings owned by the County and held for the use and benefit of said Community College, its students and the residents of Herkimer County; to maintain liaison with the Board of Trustees and the administration of said College; to review and present to the Legislature for approval college budgets and necessary changes therein; to supervise payments of chargeback claims from other Community Colleges; to supervise county involvement in Mid-York and all other library services within the County; to recommend, after proper study, county involvement in any other educational matters within the County.

#### **F. NATURAL RESOURCES COMMITTEE**

To have general supervision over matters pertaining to the Offices of the County Director of Weights and Measures; to maintain liaison with the Herkimer County Humane Society and to supervise dog control activities within the County; to supervise the Herkimer County Sewer District in all its activities, and the land and building occupied by said District; to maintain liaison with, and cooperate in the activities of, the Herkimer County Soil and Water District; to maintain liaison with the Herkimer County Extension Services and to recommend to the Legislature programs and projects of said Service and its component organizations which are deemed to be for the betterment of the residents of the County, particularly the farm community; to work through the Farmland Protection

Board in supervising agricultural districting matters within the County; to cooperate with, and keep the Legislature informed about, the activities of state and private agencies concerned with Fish and Wildlife Management, Forest Practices, Parks and Recreations, Adirondack Park agencies, and Environmental Conservation; to perform the responsibilities of the former Committee on Agriculture in reviewing dog damage claims under Section 125 of the Agriculture and Markets Law.

#### **G. COUNTY HIGHWAY COMMITTEE**

To have general supervision over matters pertaining to the Office of County Superintendent of Highways; to have supervision over the land and buildings occupied by the Highway Department Offices and Garages; to study and make recommendations to the Legislature concerning all necessary programs and projects for the construction, reconstruction, maintenance and betterment of the highways comprising the County's road system and the bridges thereon; to provide for snow and ice removal from said highways and bridges; to maintain, through its own efforts and the efforts of the County Superintendent of Highways liaison with towns, city and villages within the County concerning matters affecting streets, roads and highways within the County and traffic control thereon; and to maintain similar liaison with State Highway officials in regard to state highways within the County; to provide engineering services as requested by other County Departments and approved by the Legislature.

#### **H. PUBLIC SAFETY AND EMERGENCY MANAGEMENT COMMITTEE**

To have general supervision over matters pertaining to the Offices of Herkimer County Sheriff; Coroners and Coroner's Physicians; District Attorney; Director of Probation; Public Defender Administrator; Director of Emergency Services; to have supervision over any county functions which affect the Supreme, County and Family Courts; to have supervision over the Special Traffic Options Program and the Arson Prevention and Control Program; to have supervision over the operation of the Herkimer County Correctional Facility and make necessary provisions for prisoners sentenced thereto; to supervise matters concerned with court security, building security and the safety and security of employees in the county buildings and visitors thereto; to supervise the preparation and maintenance of plans of civil defense and emergency management for the County as required by state law; to maintain supervision over the Fire Advisory Board and its activities; to supervise the establishment and maintenance of an enhanced emergency telephone service within the County to fulfill the obligation to provide for the health and safety of the residents of the County.

#### **I. HUMAN RESOURCES**

To have general supervision over matters pertaining to the Offices of the Commissioner of Social Services, the Public Health Director, the Director of Community Services, Director-Office for the Aging; to have supervision over the land and buildings occupied

by the County Home for the Aged; to generally oversee all county health and mental health programs, including the County Physically Handicapped Children's Program; to consult with the Community Services Board; to recommend to the Legislature the appointment of persons to fill vacancies or new positions in public and mental health when such appointments come under the jurisdiction of the Board; to maintain liaison with all Federal and State programs and agencies to the end that the County in all programs entrusted to this Committee serve the residents of this County most efficiently and economically.

#### **J. INFORMATION SERVICES COMMITTEE**

To have general supervision over matters pertaining to the office of Director of Information Services; to have general supervision over the Information Services Department and to study and suggest means to continually gather and disseminate information by electronic and other means, advantageous to the government and citizens of Herkimer County.

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### **REPORTS OF COMMITTEES**

**RULE 24.** After the annual budget has been adopted by the Legislature, no report and resolution or resolution appropriating or requiring the appropriation of money shall be considered unless the unanimous consent of the members present at a meeting is obtained. If unanimous consent is not obtained, the matter shall be considered at the next regular or special meeting of the Legislature, without being subject to further adjournment.

**RULE 25.** All reports, resolutions and other matters laid on the table until the next meeting or until a specified date may be called from the table at the proper time under Item 7 of Rule 6.

### **RULES OF ORDER**

**RULE 26.** The chairman shall take the Chair promptly at the hour specified for the convening of the Legislature, and shall preserve order and decorum. In debate, he shall prevent personal reflections and confine members to the question under discussion. When two or more members arise at the same time, he shall name the one entitled to the floor. He shall decide all questions of order, which decision shall be final, unless an appeal is taken to the Legislature and sustained.

**RULE 27.** On every appeal from the decision of the Chair, the Chairman shall have the right to state the reason for his ruling. In case of such appeal, no member shall speak more than once. The Chairman shall put the question, "shall the ruling of the Chair be sustained?", which question shall be decided by a majority vote of the Legislature.

**RULE 28.** Any motion or resolution offered by any member or committee may be withdrawn by the member or committee presenting it any time before a vote has been started or an amendment to such resolution or motion has been adopted.

**RULE 29.** When the Legislature is equally divided, including the Chairman's vote, the question shall be deemed lost.

**RULE 30.** When the Chairman is putting a question, no member shall walk across or out of the room.

**RULE 31.** A member rising to debate, or give notice, make a motion or report, or to present a petition or other paper, shall address the Chairman, and shall not proceed further until recognized by him.

**RULE 32.** While a member is speaking, no member shall entertain any private discourse or pass between the speaker and the Chair.

**RULE 33.** If any member shall transgress the rules of the Legislature, the Chairman may call him to order, in which case the member so called shall immediately be seated, unless permitted to explain.

**RULE 34.** Any member who shall be present when a question is stated from the Chair shall vote thereon unless excused by unanimous consent of the Legislature or unless he be personally interested in the question, in which case he shall not be entitled to vote.

**RULE 35.** The provisions of Section 153, Subdivision 7 of the County Law shall apply to enforcing attendance of members of said Legislature.

**RULE 36.** All resolutions, reports and communications shall be referred to by title only unless otherwise requested by a member of this Legislature.

**RULE 37.** All resolutions, reports of committees of this Legislature, 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 Legislature.

Minutes shall consist of a record or summary of all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon.

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

**RULE 38.** All papers presented to this Legislature and not referred to a committee

thereof shall be properly verified by the Clerk and filed under "Communications to the Legislature 20\_\_" in the files as of this Legislature in the chronological order of such presentation.

All papers considered by committees in the formulation of reports shall be enclosed by the Clerk in a suitable wrapper endorsed with the name of the committee and the date of presentation of the report and filed under "Committee Reports of 20\_\_" in the files of this Legislature in the chronological order of such presentation.

**RULE 39.** The daily minutes of the Legislature as read and approved each day shall be available for inspection at all times and be corrected at any time upon motion. Such minutes shall constitute and be certified as the record of the proceedings of the session without further reading by the Chairman and Clerk.

**RULE 40.** Except as modified herein, all questions of parliamentary procedure shall be controlled by *Sturgis Standard Code of Parliamentary Procedure*, insofar as such Code applies to the legislative body organized pursuant to state law.

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### COMMITTEE OF THE WHOLE

**RULE 41.** The County Legislature may, at any time, when in session, resolve itself into a committee of the whole on any subject before it, and in such case the Chairman shall name some member to preside therein.

**RULE 42.** The same rules shall be observed in Committee of the Whole as in the Legislature, so far as the same are applicable, except that the previous question shall not apply; nor shall the number of times a member may speak be limited, and except that the ayes and nays shall not be taken. The only motions in order are "to amend", "to adopt", and "to rise and report". The committee cannot refer the subject to another committee.

### RULES FOR AND OF THE COUNTY ADMINISTRATOR

**RULE 43.** Duties of the County Administrator. This officer shall be the chief administrative officer of the county and, as herein provided, shall act as agent of the County Legislature. Within the limits of his authority, he shall be responsible for the overall administration of county government to coordinate the various activities of the county and unify the management of its affairs, to report to the County Legislature any neglect of duty by various department personnel. He shall perform all duties now and hereafter conferred or imposed upon him by law and directed by the County Legislature and shall have all powers and perform all the duties necessarily implied or incidental thereto, and as further defined in the resolution creating the position.

### MAJORITY AND MINORITY LEADERS

**RULE 44.** Immediately following organization of the Legislature, County Legislators of the two political parties which shall have polled the largest vote in the last general election for Governor, shall elect leaders of their respective parties for a term of two years. The leader of the political party whose membership on the Legislature constitutes a majority of the Legislature shall be known as the Majority Leader. The leader of the other party shall be known as the Minority Leader. Such election shall be substantiated by written designation signed by a majority of the whole number of County Legislators of each respective political party, such writing to be filed with the Clerk of the County Legislature.

### GENERAL PROVISIONS

**RULE 45.** The fiscal year in and for the County of Herkimer, and each of the several departments of said county, shall begin the first day of January and end with the thirty-first day of December, in each year.

**RULE 46.** The Chairman and/or Clerk of this Legislature are hereby authorized to sign, execute, and verify any necessary legal papers which are a part of certain actions or proceedings brought against the County of Herkimer or this Legislature, upon the approval of the County Attorney, and further, in any actions or proceedings brought against any officer of the County of Herkimer, the said officer is authorized to sign, execute, and verify any legal papers in any such action or proceeding brought against him, upon the approval of the County Attorney.

**RULE 47.** That the Chairman and/or Clerk of this Legislature are hereby authorized to sign and execute any necessary papers or other legal papers which are necessary in actions where the County has suffered property damage arising out of automobile accidents, upon the approval of the County Attorney.

All rules of the County Legislature of the County of Herkimer, or resolutions pertaining to such rules, heretofore adopted that are in any way inconsistent with the rules herein set forth, shall be the same hereby are repealed.

These rules shall be effective from and after January 1, 1998.

Amended by Resolution No. 320 adopted October 23, 2000.  
Amended by Resolution No. 342 adopted November 6, 2000.  
Amended by Resolution No. 318 adopted November 28, 2001.  
Amended by Resolution No. 18 adopted January 23, 2002.  
Amended by Resolution No. 154 adopted May 14, 2008.  
Amended by Resolution No. 183 adopted June 11, 2008.  
Amended by Resolution No. 153 adopted May 19, 2010.  
Amended by Resolution No. 198 adopted August 15, 2012.

