

Local Law Filing

(Use this form to file a local law with the Secretary of State.)

Text of law should be given as amended. Do not include matter being eliminated and do not use italics or underlining to indicate new matter.

County City Town Village
(Select one.)

FILED
STATE RECORDS

of Coventry

MAR 24 2015

DEPARTMENT OF STATE

Local Law No. 1 of the year 20 15

A local law Town of Coventry Code of Ethics and Board of Ethics Law
(Insert Title)

Be it enacted by the Town Board of the
(Name of Legislative Body)

County City Town Village
(Select one.)

of Coventry

as follows:

TOWN OF COVENTRY
CODE OF ETHICS AND BOARD OF ETHICS
INDEX
Statement of Legislative Intent of the Town Board p. 2
ARTICLE I - CODE OF ETHICS p. 2
SECTION I - Purpose p. 2
SECTION II - Definitions p. 3
SECTION III - Rules With Respect To Conflicts Of Interest p.3
SECTION IV - Standards of Ethical Conduct p. 4-6
SECTION V - Filing a Lawsuit p. 6
SECTION VI - Distribution of the Code of Ethics p.6
SECTION VII - Enforcement and Penalties for Ethics Code Violations p. 6
ARTICLE II - BOARD OF ETHICS p. 7
SECTION I - Establishment of a Board of Ethics p. 7
SECTION II - Filing of an Ethics Grievance p. 8
SECTION III - Investigative and Enforcement Authority p.8
ARTICLE III - EFFECTIVE DATE p.8
SECTION I - Effective Date of the Code of Ethics and Board of Ethics Law p.9

(If additional space is needed, attach pages the same size as this sheet, and number each.)

TOWN OF COVENTRY

CODE OF ETHICS AND BOARD OF ETHICS LAW

A Law establishing

1. A standard of conduct (Code of Ethics) for all of the Elected Officials, Appointed Officers, Appointed Members of Town Boards and Employees of the Town of Coventry, and
2. A Board of Ethics, mandated to respond to possible violations of the Town of Coventry's Code of Ethics.

Statement of Legislative Intent of the Town Board

WHEREAS the provisions of *Article eighteen (18), of the NYS General Municipal Law*, prohibits the Elected Officials, Appointed Officers, Appointed Members of Town Boards and Employees of a municipality from having certain conflicts of interest, and

Pursuant to the provisions of *Section eight hundred and six (806), of the NYS General Municipal Law*, the Town Board of the Town of Coventry recognizes that there are Rules of Ethical Conduct for its Elected Officials, Appointed Officers, Appointed Members of Town Boards and Employees which must be observed, so that

- a) a high degree of moral conduct shall be obtained and
- b) public confidence shall be maintained in our unit of local government, and

It is the purpose of this Town of Coventry Code of Ethics Law to promulgate these Rules of Ethical Conduct for any and all of the Elected Officials, Appointed Officers, Appointed Members of Town Boards and Employees of the Town of Coventry. These Rules of Ethical Conduct shall serve as a guide for the official conduct of the above named individuals, in the pursuit of the proper discharge of their official duties, in the public interest, on behalf of the Town of Coventry, and

The standards, prohibited acts and procedures established through the Rules of Ethical Conduct of this Town of Coventry Code of Ethics Law, as adopted, shall not conflict with, but shall be in addition to any prohibitions, conflict of interest provisions or procedures prescribed by:

- a) *Section eight hundred and six (806) of the NYS General Municipal Law* and
- b) *Article eighteen (18) of the NYS General Municipal Law* and
- c) *Common law* rules and judicial decisions and
- d) any Special Law

relating to ethical conduct and interest in contracts of any Municipal Official or Employee.

NOW, THEREFORE, be it resolved that

- a) The Town Board of the Town of Coventry hereby adopts this Town of Coventry Code of Ethics and Coventry Board of Ethics Law.
- b) It is the express intent of the Coventry Town Board, through this Town of Coventry Code of Ethics and Coventry Board of Ethics Law, that, upon its adoption, it shall immediately:
 - i. supersede any and all of the Town of Coventry's previously established Ethics Resolutions or Laws and
 - ii. be applied only to those events taking place after its adoption.

This Town of Coventry Code of Ethics and Coventry Board of Ethics Law shall read as follows:

ARTICLE I CODE OF ETHICS

SECTION I - Purpose

The Elected Officials, Appointed Officers, Appointed Members of Town Boards and Employees of the Town of Coventry hold positions to serve and benefit the citizens of Coventry, not to obtain unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Town Board of the Town of Coventry recognizes that, in furtherance of this fundamental democratic principle, there is a need for clear and reasonable standards of ethical conduct. This Town of Coventry Code of Ethics establishes those standards.

SECTION II - Definitions

1. Town. As used in this Town of Coventry Code of Ethics Law, the term shall mean any board or other agency, department or unit of the government of the Town of Coventry.
2. Coventry Town Employee. As used in this Town of Coventry Code of Ethics Law, the term shall mean any Elected Official, Appointed Officer, Appointed Member of a Town Board, and any Employee, whether paid or unpaid, whether serving in a full-time, part time or advisory capacity.
3. Relative/s.
4. As used in this Town of Coventry Code of Ethics Law, means a Coventry Town Employee's parent/s, sibling/s, children; a Coventry Town Employee's spouse, spouse's sibling/s, spouse's parents and spouse's children.
5. Interest.
 - a) as used in this Town of Coventry Code of Ethics Law, the term shall mean any direct or indirect financial or material benefit, but does not include any benefits arising from the provision or receipt of any services generally available to the residents of the Town of Coventry.
 - b) a Coventry Town Employee is deemed to have an interest in any private organization when he/she or their relative is an owner, partner, member, director, officer, employee, or directly or indirectly owns or controls more than five percent (5) of the organization's publicly traded and/or privately held outstanding stock.
6. Abstention.

As used in this Town of Coventry Code of Ethics Law, the term shall mean that a Coventry Town Employee chooses to not act, participate in a deliberation or decision, or cast a vote on a matter before him/her.
7. Recusal.

As used in this Town of Coventry Code of Ethics Law, the term shall mean that a Coventry Town Employee refrains from acting, participating in a deliberation or decision, or the casting of a vote on a matter before him/her, due to a conflict of interest

SECTION III - Rules With Respect To Conflicts Of Interest

- 1) No Coventry Town Employee shall
 - a) have any interest, financial or otherwise, direct or indirect, or
 - b) engage in any business or transaction or professional activity, or
 - c) incur any obligation of any nature, or
 - d) take any action or participate in any manner whatsoever (e.g. discuss, negotiate, award, contract etc ..)which is in conflict with or impairs the proper discharge of his/her official duties, in the public interest, on behalf of the Town of Coventry.
- 2) No Coventry Town Employee shall use his/her position, official powers and duties, as a representative of the Town of Coventry, to secure a financial or material benefit for themselves, a relative, or any private organization in which he/she is deemed to have an interest.
- 3) No Coventry Town Employee shall engage in any transaction as a representative of the Town of Coventry with any business entity in which they have a direct or indirect interest that might, reasonably, tend to conflict with, or impair the proper discharge of their official duties, in the public interest, on behalf of the Town of Coventry.

SECTION IV - Standards of Ethical Conduct

Any and every Coventry Town Employee shall be subject to abide by the following Standards of Ethical Conduct:

1. Gifts.

- a) Coventry Town Employees shall not, directly or indirectly, solicit nor accept or receive any
 - i. gift of money in any form or
 - ii. one gift having a value of twenty five dollars (\$25.00) or more, whether in the form of services, travel, entertainment, hospitality, or any other form nor
 - iii. gift/s, during one (1) full year, having a total value in excess of seventy five dollars (\$75.00) per annum.
- b) Coventry Town Employees shall not, directly or indirectly, solicit nor accept or receive any gift/s under circumstances in which the gift/s could reasonably be expected to:
 - i. influence him/her, in the performance of his/her official duties, in the public interest, on behalf of the Town of Coventry or
 - ii. be a reward for an official action on his/her part
- c) As per *Section eight hundred and five (B05)-b of the NYS General Municipal Law*, the Coventry Town Employees who are Town Justices, are permitted to accept or receive any gift/s having a value of one hundred (100) dollars or less, for solemnizing a marriage. This provision shall only apply as long as the marriage:
 - i. is solemnized at a location outside of the Justice's normal place of judicial business and that it
 - ii. is solemnized at a time outside of the Justice's normal judicial business hours.

2. Unwarranted Privileges

Coventry Town Employees shall not, directly or indirectly use, or attempt to use, their official position to secure unwarranted privileges or exemptions for themselves or others.

3. Use of Municipal Resources.

Town of Coventry resources shall be used for lawful town purposes only. Town of Coventry resources include, but are not limited to, personnel, money, vehicles, equipment, materials, supplies and other property:

- a) No Coventry Town Employee may use, or permit the use, of Town of Coventry resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - i. any use of resources authorized by Coventry law or policy or
 - ii. the occasional and incidental use during the business day of telephones and computers for necessary personal matters such as family care and changes in work schedule.
- b) No Coventry Town Employee shall cause the Town of Coventry to spend more than is reasonably necessary for transportation, meals and lodging in connection with official travel.

4. Confidential Information

Any and every current and former Coventry Town Employee shall not, directly or indirectly:

- a) disclose confidential information acquired by him/her in the course of their official duties
- b) use such information to further his/her personal interest.
- c) accept employment or engage in any business or professional activity which will require them to disclose confidential information which they have gained by reason of their official position or authority.

5. Representation Before The Government Of The Town of Coventry For A Contingent Fee

No Coventry Town Employee shall receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of the Town of Coventry:

- a) whereby his/her compensation is to be dependent or contingent upon any such action by the Town of Coventry with respect to such matter
- b) provided this paragraph shall not prohibit the fixing, at any time, of fees based upon the reasonable value of services rendered.

6. Full Disclosure Of Interest In Legislation.

- a) Legislative or other matters requiring a vote, come before the boards or other agencies, departments or units of the government of the Town of Coventry.
- b) In order to be fully transparent, those Coventry Town Employees, who in the course of their official duties, discuss, render opinions and vote on such legislative and other matters, shall, beforehand, fully publicly disclose, on the official record, the nature and extent of any direct or indirect financial or other private benefit he/she has in such legislative or other matters.

7. Recusal And Abstention.

- a) Coventry Town Employees may not participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing a matter and voting upon it, when he/she knows, or has reason to know, that any official action could confer a direct or indirect financial or other private material benefit on:
 - i. themselves or
 - ii. a relative or
 - iii. any private organization in which he/she is deemed to have an interest.
- b) If the above described power and duty is vested in an individual with a deputy, the deputy shall exercise that power or duty.
- c) The Article N, Section 7 Recusal and Abstention provision does not apply:
 - i. with regards to a matter that does not require the exercise of discretion nor
 - ii. when a matter before a Town Employee cannot, lawfully, be delegated to another person nor
 - iii. when the majority of a board's total membership would be prohibited from acting.
- d) When the *Article IV, Section 7 Recusal and Abstention* does not apply, as per *Subsection (c)* above, prior to exercising their duties, Coventry Town Employees must fully publicly disclose, on the official record, their conflict of interest.

8. Investments In Conflict With Official Government Duties.

No Coventry Town Employee shall make, nor shall they hold, any personal investment/s, directly or indirectly, in any financial, business, commercial or other private business or transaction which:

- a) he/she has reason to believe may be involved in official decisions to be made by him/her, and/or
- b) will otherwise create conflict between their private interest and the proper discharge of their official duties.

9. Current Private Employment in Conflict with Official Government Duties

No Coventry Town Employee shall accept employment in, nor engage in any private employment which directly or indirectly will impair their independence of judgment in the exercise of their official duties.

This includes the rendition of any business, commercial, professional or other types of services when said private employment:

- a) can be reasonably expected to require more than sporadic recusal and abstention, pursuant to *Section four (IV); Article seven (7)* of this Code of Ethics;
- b) can be reasonably expected to require disclosure and/or use of confidential information gained by reason of serving as a Coventry Town Employee;
- c) violates *Section eight hundred and five (805) a one (1)(c) or (d) of the NYS General Municipal Law;*
- d) requires representation of a person, organization, business or corporation, other than the Town of Coventry, in connection with litigation, negotiations or any other matter to which the Town of Coventry is a party.

10. Private Post Government Employment.

No Coventry Town Employee shall engage in soliciting, pursuing, negotiating for or accepting a private post-government employment opportunity with any entity (person, organization, business, corporation or private interest) when, at that time:

- a) that entity has a matter requiring the exercise of discretion pending before the Coventry Town Employee and
- b) whether the Town Employee is acting
 - i. individually and/or
 - ii. as a member of a board on which he/she serves.

11. Post Government Service Employment.

Coventry Town Employees shall not, for a full two (2) year period immediately following the conclusion of their term of service or employment with the Town of Coventry appear before any Town of Coventry board or other agency, department or unit in relation to any case, proceeding or application in which he/she:

- a) personally participated during the period of his/her service or employment and/or
- b) that was under his/her active consideration.

SECTION V - Filing a Suit

Nothing herein shall be deemed to bar or prevent the filing by a present or former Town Employee of any claim, account, demand, or suit against the Town of Coventry, or any board, commission, district, council or other agency, department or unit thereof.

SECTION VI - Distribution of the Town of Coventry Code of Ethics

1. Within ten (10) days after this Town of Coventry Code of Ethics Law has been adopted by the Coventry Town Board and filed with the State of New York, the Coventry Town Board's Supervisor shall cause a copy of this Code to :
 - a) be conspicuously posted on a wall of each building under the Town of Coventry's control and
 - b) given to each and every current Town Employee and
 - c) each and every current Town Employee shall be trained on the Town of Coventry Code of Ethics, by their immediate supervisor.
2. Those current Employees shall sign a Town of Coventry Code of Ethics Receipt. By their signature they shall :
 - a) acknowledge having received said copy and
 - b) agree that, in the pursuit of their official Town Employee duties, in the public interest, on behalf of the Town of Coventry, they shall abide by the Ethical Rules of Conduct of the Town of Coventry Code of Ethics and
 - c) the aforementioned Town of Coventry Code of Ethics Receipt shall be filed with the Coventry Town Clerk, who shall maintain that document as a public record.
3. Each and every Town Employee elected, appointed or hired thereafter, shall :
 - a) be trained on the Town of Coventry Code of Ethics, by their immediate supervisor and
 - b) be furnished a copy on the day they enter upon the duties of their office or employment and
 - c) sign a Town of Coventry Code of Ethics Receipt and
 - d) by their signature they shall acknowledge having received said copy and
 - e) agree that, in the pursuit of their official Town Employee duties, in the public interest, on behalf of the Town of Coventry, they shall abide by the Ethical Rules of Conduct of the Town of Coventry Code of Ethics and
 - f) the aforementioned Town of Coventry Code of Ethics Receipt shall be filed with the Coventry Town Clerk, who shall maintain that document as a public record.
4. Each and every Town Employee shall, annually, be trained on the Town of Coventry Code of Ethics, by their immediate supervisor.
5. The failure to post this Town of Coventry Code of Ethics does not affect either the applicability or enforceability of the Code.
6. The fact that an Employee
 - a) was not given a copy on this Code and/or
 - b) did not sign a Town of Coventry Code of Ethics Receipt
 does not affect either the applicability or enforceability of the Town of Coventry Code of Ethics.

SECTION VII - Enforcement and Penalties for Ethics Code Violations

Any Town Employee who shall knowingly and intentionally, violate any of the provisions of this Town of Coventry Code of Ethics may be fined, suspended or removed from their office or employment, as the case may be, in the manner provided for by law.

Those penalties are in addition to any and all penalties provided for in any other provision of Common, Local, New York State or Federal law, as well as judicial decisions.

ARTICLE II BOARD OF ETHICS

SECTION I - Establishment of a Coventry Board of Ethics

1. There is hereby established a Coventry Board of Ethics, composed of three (3) Members.
2. All of the Members of the Coventry Board of Ethics shall, at all times, be:
 - a) a resident of the Town of Coventry, as defined in *NYS Public Officers Law, Article two (2), Section three (3)*, furthermore .
 - b) as mandated in *NYS General Municipal Law, Article eight hundred and eight (808), Section three (3)*, "Such board shall include at least one (1) Member who is an elected or appointed municipal officer or employee."
 - c) the remaining two (2) Members shall not be an elected, appointed or hired Employee of the Town of Coventry.
3. All of the Members of the Coventry Board of Ethics shall, at all times, be appointed by the Coventry Town Board:
 - a) For the first Board of Ethics Members selection, they shall be appointed by the Coventry Town Board from a Candidate List drawn up by an independent Adhoc candidate selection committee
 - b) For all future Board of Ethics Members, the Coventry Town Board shall advertise in the local papers; then select from among all of the responding applicants to make its appointment.
4. All of the Coventry Board of Ethics Members shall, at all times serve:
 - a) without compensation
 - b) staggered three (3) year terms of office in order to ensure that, as new Members replace former Members, there are always experienced Members on the Board.
5. The first appointed Coventry Board of Ethics Members shall consist of three (3) Members, of whom :
 - a) one (1) shall serve a three (3) year term; one (1) shall serve a two (2) year term; one (1) shall serve a one (1) year term.
 - b) All subsequently appointed Members shall serve a three (3) year term.
6. Each and every Member, upon appointment, shall, if such training is available, go through mandatory professional training. This training being specifically designed to give them a foundational familiarity with both the laws and the skills necessary for the discharge of their position.
7. The Coventry Board of Ethics shall
 - a) hold at least one meeting per year.
 - b) at its first meeting each year, have the Members elect a Chairperson from among its membership.
 - c) constitute a quorum with three (3) Members
 - d) be required to have a majority vote of the members of the Coventry Board of Ethics to take any action.
8. The Coventry Town Attorney shall provide such legal and advisory services to the Coventry Board of Ethics as required in the performance of its duties.

SECTION II - Filing of an Ethics Grievance

All documents, papers, files, proceedings, information, communications, materials, transcripts-written or oral, received or developed by the Coventry Board of Ethics in the course of its work- shall be confidential.

An Ethics Grievance, alleging a violation of this Town of Coventry Code of Ethics, may be confidentially filed by any person living in the Town of Coventry and/or any Employee of the Town of Coventry

- 1) Ethics Grievances shall be confidentially and formally filed in writing, through the Office of the Coventry Town Clerk by:
 - a) requesting a copy of the Coventry Board of Ethics Grievance Form and Envelope and
 - b) filling out and signing said Form
 - c) attaching any documents or exhibits pertinent to the grievance then
 - d) submitting the sealed envelope containing the form and attached documents to the Town Clerk
- 2) Upon signing the Ethics Grievance Form, the complainant shall be certifying that he/she has read the Town of Coventry Board of Ethics and that, based upon that Code; he/she believes the matter written in their Ethics Grievance Form should be investigated.
- 3) Any and all submitted Ethics Grievance Form envelopes shall be formally received and secured by the Coventry Town Clerk by:
 - a) taking the envelope and immediately placing it a locked, document holder specifically assigned to the Board of Ethics then
 - b) giving the complainant an Ethics Grievance Receipt identifying only the filing date and code number for the individual Grievance and
 - c) contacting, within seven (7) days, the Coventry Board of Ethics Chair, regarding receipt of a new Grievance.

Any person who knowingly and willfully files a false Ethics Grievance does so under the penalty of perjury.

SECTION III - Investigative and Enforcement Authority

- 1) Investigation. Based upon this Town of Coventry Code of Ethics, The Coventry Board of Ethics is charged with receiving the officially filed Ethics Grievances.
 - a) Once having received an Ethics Grievance, the Coventry Board of Ethics shall determine whether the Grievance should be pursued and conduct a preliminary investigation
 - b) Once having initially determined whether or not the Grievance has merit, the Coventry Board of Ethics shall open a full investigative inquiry which shall include:
 - i. interviewing all of the parties involved and
 - ii. issuing a request (and if necessary a subpoena) for witness testimony, documents and other evidence then
 - iii. conducting hearings
 - iv. reviewing all of the evidence obtained and
 - v. deliberating over the evidence obtained
- 2) Enforcement. Based upon this Town of Coventry Code of Ethics, and following upon a thorough investigation of an individual Ethics Grievance the Coventry Board of Ethics is charged with:
 - a) Rendering a written Ethics Grievance Review Report which shall detail:
 - i. if any Town of Coventry Code of Ethics violation/s have been determined to have occurred and
 - ii. what those Town of Coventry Code of Ethics violation/s are determined to have been
 - b) Said Report shall then detail the Coventry Board of Ethics recommendations regarding any sanctions and/or disciplinary measures called for.
 - c) Once written, within ten (10) days, the Coventry Board of Ethics shall
 - i. submit a sealed copy of said Report directly to the Coventry Town Board, in order for the Town Board to accept and review, then modify or reject said Report's recommendations ...
 - ii. file the original said Report in the locked, document holder specifically assigned to the Board of Ethics

3) The Coventry Board of Ethics may refer any matter within its jurisdiction to the Chenango County or New York State Ethics Boards. Therefore, within two (2) weeks, after the Coventry Town Board votes upon a course of action regarding a Coventry Board of Ethic's Report and its included recommendations regarding any sanctions and/or disciplinary measures, The Coventry Board of Ethics is charged with:

- a) Reviewing the actions of the Coventry Town Board regarding the disposition of any of the recommended sanctions and/or disciplinary measures called for in the written Coventry Board of Ethic's Report:
- b) Determining whether
 - i. any sanctions and/or disciplinary measures were applied by the Town Board and/or
 - ii. the applied sanctions and or disciplinary measures were a fair and firm penalization of those responsible for the ethics violation/s in question
- c) Having determined that further review and action was needed, to write a letter, addressed to the Chair of the Chenango County Ethics Board, including a copy of the Coventry Board of Ethic's Report and the Coventry Board of Ethic's final decision. The letter would request
 - i. a review and advisory opinion regarding both the Coventry Board of Ethic's Report and the Coventry Town Board's final decision
 - ii. the application of any sanctions the Chenango Ethics Board would deem proper

4) Quasi-judicial Functions

Based upon this Code of Ethics, the Coventry Board of Ethics, in the course of its work, is empowered to investigate complaints, conduct hearings, make determinations, submit official reports and recommend sanctions. These are quasi-judicial functions.

- a) The Open Meeting Law (OML) does not apply to quasi-judicial proceedings.
- b) As defined by *NYS Public Officers Law, Article seven (7), Section one hundred and five (105) one (1)* regarding the OML, subjects that may be discussed in executive session are described as those that relate to a specific investigation or criminal prosecution : " the medical, financial, credit, employment history of a particular person or corporation, or matters leading to the appointment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation."

ARTICLE III

SECTION I - Effective Date of the Town of Coventry Code of Ethics and Coventry Board of Ethics Law

This Legislation shall take effect immediately after its adoption; at which point it is the express intent of the Coventry Town Board that it shall immediately:

- a) supersede any and all of the Town of Coventry's previously established Ethics Resolutions or Laws and
- b) be applied only to those events taking place after its adoption.

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto, designated as local law No. 1 of 20 15 of the ~~(County)(City)~~(Town)(Village) of Town Board of the Town of Coventry was duly passed by the ~~Town Supervisor~~ Town Board of the Town of on December 20 183, in accordance with the applicable provisions of law.
(Name of Legislative Body) Coventry



2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 ____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) *(Name of Legislative Body)*
(repassed after disapproval) by the Town Supervisor and was deemed duly adopted *(Elective Chief Executive Officer*)*
on _____ 20 , in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 ____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) *(Name of Legislative Body)*
(repassed after disapproval) by the _____ on _____ 20____ *(Elective Chief Executive Officer*)*

Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____, in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20 ____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____, and was (approved)(not approved) *(Name of Legislative Body)*
(repassed after disapproval) by the _____ on _____ 20____. Such local *(Elective Chief Executive Officer*)*
law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20____, in accordance with the applicable provisions of law.

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the City of _____ having been submitted to referendum pursuant to the provisions of section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20____, became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed hereto, designated as local law No. _____ of 20____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20____, pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in paragraph _____ above.

Theresa A. Schutteker
Clerk of the county legislative body, City, Town or Village Clerk or
officer designated by local legislative body

Date: 12/11/13

(Seal)