

RESOLUTION NO. of 2012

TOWN BOARD

TOWN OF BETHLEHEM

DRAFT RESOLUTION

DEPARTMENT MEMBERSHIP DUES

WHEREAS, Department memberships are paid subscriptions by Town Departments to organizations for annual or semi-annual benefits including access to private organizational information or databases, access to trainings or conferences, discounted pricing for trainings or conferences, and access to newsletters and professional publications; and

WHEREAS, Town memberships are used by the Town and Town Departments for the purpose of maintaining or improving quantity and quality of municipal services; and

WHEREAS, Town employees and Departments use such memberships to acquire or achieve Professional Development, Knowledge Maintenance, and Certifications or receive preferential organizational benefits; and

WHEREAS, the nature or fee structure of memberships does not frequently change on an annual basis; and

WHEREAS, an agreed upon Town criteria for memberships can be used to ensure that all memberships are appropriate and cost effective,

NOW, THEREFORE, BE IT RESOLVED that the Town of Bethlehem hereby establishes a Membership Dues policy as follows:

Approval: The approval of Department membership dues shall be performed using the following procedure:

1. Allocating from their approved budget, Town Departments select memberships that meet the inclusion criteria stated below.
2. Department Heads attach a justification description and note of applicable inclusion criteria to all new memberships and supply the updated membership list to the Comptroller.
3. After meeting the inclusion criteria and in the absence of objections from the Town Board, Comptroller, or Supervisor, all memberships are considered approved and may be purchased annually with Town funds to the extent budgeted and available. No future annual or periodic approval is needed subject to the criteria stated below.

Inclusion: To become or to remain a Membership paid with a Town Department's budget it must meet at least 1 of the following 4 criteria.

1. The membership must contribute significantly to the professional development of staff. This can be achieved through trainings, conferences, and networking opportunities which, being directly relevant to a Department's annual duties and operations (ex. addressing a specific duty or act performed by the Department), keep personnel (a) informed of and prepared to meet ongoing legal changes and real work challenges in their field and (b) ensure future proficiency and quality of Department Services.
2. The membership must contribute to knowledge maintenance. This can be achieved through periodic receipt of publications which include industry specific news or changes in rules, regulations, or laws. These publications should be relevant to a Department's field and keep personnel educated about and prepared to meet changes and challenges in their respective fields.
3. The membership must provide or contribute to (through inclusion of required training or by receipt of membership) the provision of a certification for the Town, Department or Department employee which is necessary for Department business and operations.
4. The membership must provide necessary or advantageous access to the subscribed organization (organization to which the membership is paid).

Approved Memberships: Will remain approved unless any of the three following situations occur:

1. A membership changes in nature so that its inclusion criteria are no longer met.
2. A membership changes so significantly in cost that it can no longer be paid for from the approved Department budget.
3. Due to change in cost or other financial consideration, an objection to the membership is raised by the Town Board, Comptroller, or Supervisor.

On a motion made by _____, seconded by _____, and a vote of ___ for, ___ against, and ___ absent, this RESOLUTION was adopted on _____.