



## Legislation Details (With Text)

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**Title:** Consideration of Board of Supervisors Rules of Procedure, General Protocol and Committees Policy  
**Sponsors:** Administrative Office  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Board of Supervisors Protocol 2017, 2. Section 1 of County Policy and Procedures Manual - Procedures Governing Advisory Board Commissions and Committees, 3. 1 BOS Procedures Protocol Committees 12.18.2018, 4. 7 Apdx A Voting Requirements Table

Date	Ver.	Action By	Action	Result
12/11/2018	1	BOARD OF SUPERVISORS	approved	

## MEMORANDUM

**TO:** Board of Supervisors  
**FROM:** Carol J. Huchingson, County Administrative Officer  
**DATE:** December 11, 2018  
**SUBJECT:** Consideration of Board of Supervisors Rules of Procedure, General Protocol and Committees Policy

### EXECUTIVE SUMMARY:

As you recall, in January 2017, your Board approved your "Board of Supervisors Protocol 2017" (attached) which included simple guidelines for meetings and for interaction with Department Heads and staff. At that time, it was noted that said procedure was more concise than examples staff had reviewed from other counties and now, with the impending change in leadership, staff is recommending your Board approve the attached, more comprehensive Board of Supervisors Rules of Procedure, General Protocol and Committees Policy. The new draft is much more in line with what other jurisdictions typically use and is intended to serve as a useful guide for both continuing and new District Supervisors and for staff, as well.

The draft complements the language from your County Ordinance Code, and covers basic protocols for Board meetings, agendas, debate and deliberation, motions and voting. Using the simple

procedure as a starting point, the new draft expands upon referrals to and communications with staff, use of electronic devices during meetings and more. The draft includes significant expansion of policy on committees, advisory boards and the like. Lastly, the draft includes Appendices detailing Board voting requirements for common action items, confirming the order of business at Board meetings, and defining procedural rules for advisory boards, commissions and committees.

This draft is based on best components extracted from a number of examples currently in use by other counties, and is offered for the consideration of your Board with the intention of furthering your commitment to efficient and effective County government.

If approved, the draft would replace Section 1 of the County Policy and Procedures Manual, "Procedures Governing Advisory Board Commissions and Committees".

**FISCAL IMPACT:** ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

**FISCAL IMPACT (Narrative):** None

**STAFFING IMPACT (if applicable):** None

**RECOMMENDED ACTION:**

By motion, staff recommends your Board rescind the Board of Supervisors Protocol 2017 originally approved on January 3, 2017.

By motion, staff recommends your Board approve the Board of Supervisors Rules of Procedure, General Protocol and Committees Policy, to replace Section 1 of the County Policy and Procedures Manual.