



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: February 10, 2015

Subject: UPDATED OPERATING PROCEDURES FOR BOARD OF SUPERVISORS MEETINGS

RECOMMENDATION(S):

ADOPT Resolution No. 2015/55 to update the operating procedures for Board of Supervisors meetings as directed by the Board on January 27, 2015.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

More than five years have passed since the Board last updated the procedures for the conduct of its meetings. The attached rules generally reflect current practices. The rules are expected to facilitate the orderly, efficient, and fair conduct of Board meetings, and provide more clarity for members of the public and thus further the Board's goal of transparency and open government. The modifications include:

- the goal of limiting the number of weekly presentations to three
- the combining of the Short Discussion and Deliberation agenda categories into a new Discussion category
- clarifying that public speakers are not required to state their address

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/10/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

ABSENT: Candace Andersen, District II Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 10, 2015

, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

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- clarifying that the Chair may reduce the amount of time allotted to each public speaker or set a maximum time for all testimony on an item, depending upon the number of speakers and the business of the day
- updating the website address at which public comment may be mailed
- clarifying the procedure to register a vote by a Supervisor who was absent from all or part of a meeting.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Supervisors elect not to approve the updated procedures, the procedures will continue to be outdated and will not reflect changes in practice that have occurred since 2009.

ATTACHMENTS

Resolution No. 2015/55

Attach A to Res 2015/55: Board of Supervisors Operating Procedures

Attach B: Updated Procedures - REDLINE VERSION