



Contra  
Costa  
County

To: Board of Supervisors  
From: John Gioia, District I Supervisor  
Date: September 24, 2019

Subject: NOMINATION OF 2020 OFFICERS OF THE BOARD OF SUPERVISORS

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**RECOMMENDATION(S):**

1. ELECT a Supervisor to be Chairperson of the Board of Supervisors for calendar year 2020 or until the selection of a successor, whichever occurs later.
2. ELECT a Supervisor to be Vice-Chairperson of the Board of Supervisors for calendar year 2020 or until the selection of a successor, whichever occurs later.
3. ADOPT Resolution No. 2019/500, superseding Resolution No. 2019/81 adopted on March 12, 2019, updating the Rules of Procedures for Board of Supervisors Meetings to specify that the election of officers of the Board of Supervisors shall occur on or about the last meeting in September for the ensuing year beginning January 1; and also adding policies and procedures for participation in board meetings via teleconference, and concerning what devices may be brought into the boardroom.

**FISCAL IMPACT:**

None.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

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Action of Board On: **09/24/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V 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: September 24, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Supervisor John Gioia  
(510) 231-8686

By: June McHuen, Deputy

cc:

## BACKGROUND:

At the first meeting of each calendar year, the Board of Supervisors reorganizes, selecting its chair and vice chair, updating its rules of procedure, establishing the list of standing and *ad hoc* committees and appointing board members to committees, and discussing prior year accomplishments and new year goals and challenges. Preparation for the annual reorganization meeting requires many weeks of staff effort, under the direction of the board chair.

The board of supervisors votes to select its officers following a nomination process. Although not a requirement, the board has traditionally rotated the offices of chair and vice chair among the five members, i.e., each member would serve as chair at least once during his/her term of office. This rotation has historically been interrupted only due to changes in membership or absence due to illness.

The Chair serves as presiding officer of the Board; rules on questions of procedure; nominates for Board approval representatives to Board committees whose appointment is not otherwise provided for; signs resolutions, ordinances, contracts, leases and other official documents approved by the Board; preserves order and decorum; and decides all questions of order. The Chair may consult with County Counsel in making such rulings. Decisions of the Chair may be overruled by a majority vote of the Board of Supervisors.

The Vice-Chair has and may exercise all powers and duties of the Chair at the meetings at which the Chair is absent.

If neither the Chair nor the Vice-Chair is present at a Board meeting, the Board members present select one of their members to act as the Chair Pro Tempore. The Chair Pro Tempore shall have and exercise all the powers and duties of the Chair for that particular meeting only.

In past years, the board has selected its officers at the January reorganization meeting. Because the reorganization requires substantial thought and planning, early selection of new year officers would permit the incoming board chair to take an active role in planning for the annual reorganization. Early selection of officers going forward would necessitate changes to the following Rules of Procedure for Board of Supervisors Meetings, as shown in attached Resolution No. 2019/500, Attachment A:

- Rule 3: Organization Meeting
- Rule 6: Annual Selection of Chair and Vice Chair

It is also recommended to incorporate rules for electronic attendance by Supervisors at board meetings, which are added in Section 14 of the Rules, and restricting certain types of devices from being brought into the board chambers, which is addressed in Rule 15.

## CONSEQUENCE OF NEGATIVE ACTION:

Planning and administrative of the annual board reorganization may take longer to implement if the 2020 board officers are not decided in the fall of 2019.

#### ATTACHMENTS

Resolution 2019/500

Resolution No. 2019/500 Attachment A\_Board Rules and Procedures

Resolution No. 2019/500 Attachment A\_Board Rules and Procedures\_Marked-up Version