



**Contra
Costa
County**

To: Board of Supervisors
From: Thomas L. Geiger, Chief Assistant County Counsel
Date: March 21, 2023

Subject: Updating the Rules of Procedure for Board of Supervisors Meetings

RECOMMENDATION(S):

ADOPT Resolution No. 2023/61 to amend the rules of procedure for Board of Supervisors meetings, including rules governing hybrid meetings, public comment times, teleconferencing options for Board members, meeting disruptions, and meeting civility.

FISCAL IMPACT:

None.

BACKGROUND:

More than three years have passed since the Board last updated the procedures for the conduct of its meetings in September 2019. The existing rules do not reflect recent changes to the Brown Act that the state Legislature passed in response to the COVID-19 pandemic, including amendments to the Brown Act's teleconferencing rules and amendments to the Brown Act's procedures for removing disruptive people from meetings.

The Board authorized amendments to its rules of procedure at its retreat on January 24, 2023. The attached rules reflect recent amendments to the Brown Act and reflect the Board's current practices. The rules are expected to facilitate the orderly, efficient, and fair

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/21/2023** ☒ 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
Ken Carlson, 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: March 21, 2023

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Thomas L. Geiger, Chief
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By: Antonia Welty, Deputy

conduct of Board meetings, and provide more clarity for members of the public and thus further

BACKGROUND: (CONT'D)

the Board's goal of transparency and open government. The amendments to the rules include:

- Hybrid meetings – members of the public may participate in Board meetings in person, via the telephone, or via internet-based options. (Rule 11)
- Public comments on agenda items are generally limited to two minutes per speaker. (Rule 11.1.6)
- Each member of the public is allowed two minutes to comment on the entire consent agenda. (Rule 11.1.7)
- New “just cause” and “emergency circumstances” teleconferencing options for Board members, as authorized by Assembly Bill 2449. (Rule 14.2)
- A new procedure for removing disruptive individuals from the Board chambers, as authorized by Senate Bill 1100. (Rule 15.2)
- A new rule to establish best practices for fostering civility and civil discourse at Board meetings. (Rule 16)

CONSEQUENCE OF NEGATIVE ACTION:

If the resolution is not approved, the Board's meeting rules will not reflect recent amendments to the Brown Act.

CLERK'S ADDENDUM

Speakers: Caller 6770.

ATTACHMENTS

Resolution 2023/61

Attachment to Resolution 2023/61 - Updated BOS Rules of Procedure

Updated BOS Rules of Procedure - REDLINE