RESOLUTION OF THE BOARD OF SUPERVISORS OF
ORANGE COUNTY, CALIFORNIA

March 16, 1971

On motion of Supervisor Baker, duly seconded and carried, the following Resolution was adopted:

WHEREAS, this Board desires that a new board and agenda procedure be adopted; and

WHEREAS, the report has been made to this Board concerning same;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The proposed Rules of Procedure as attached hereto as "Exhibit A" are hereby adopted.

2. The proposed form of agenda as attached hereto as "Exhibit B" is hereby adopted.

3. The Clerk of the Board is hereby authorized to duplicate copies of the Rules of Procedure for furnishing to the County department and the public.

4. The Director of Communications is hereby directed to install a signal light system as described in Section 34 of the Rules.

5. The Agenda Screening Task Force is directed to remain in existence for a period of six months to monitor the effect of the rules and the agenda and is further requested to report to this Board on their effectiveness.

AYES: SUPERVISORS DAVID L. BAKER, RALPH B. CLARK, WILLIAM J. PHILLIPS, RONALD W. CASPERS, AND R. W. BATTIN

NOES: SUPERVISORS NONE

ABSENT: SUPERVISORS NONE

Resolution No. 71-273

Agenda and Board Procedures Revision
STATE OF CALIFORNIA

COUNTY OF ORANGE

I, W. E. ST JOHN, County Clerk and ex-officio Clerk of the Board of Supervisors of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 16th day of March, 1971, and passed by a unanimous vote of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 16th day of March, 1971.

W. E. ST JOHN
County Clerk and ex-officio Clerk of the Board of Supervisors of Orange County, California

By Deputy
RULES OF PROCEDURE
ORANGE COUNTY
BOARD OF SUPERVISORS

Exhibit A
RULES OF PROCEDURE
ORANGE COUNTY
BOARD OF SUPERVISORS
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CHAPTER I
GENERAL PROVISIONS

Section 1. These rules shall apply to the Board of Supervisors of the County of Orange whether sitting as the Board of Supervisors of the County or as the governing board of any district.

CHAPTER II
BOARD MEETINGS

Section 2. The regular meetings of the Board of Supervisors of the County of Orange be and the same are hereby fixed for and shall be held upon every Tuesday and Wednesday of each week, beginning at the hour of 9:30 a.m. of such days, at the Chambers of the Board of Supervisors in the Orange County Administration Building, 515 North Sycamore Street in the City of Santa Ana, the County seat of said County. If Tuesday in any week falls on a holiday, the regular meeting days in said week shall be Wednesday and Thursday. If Wednesday falls on a holiday, the regular meeting days shall be Tuesday and Thursday of such week. If both Tuesday and Wednesday of any week fall on a holiday then the regular meetings shall be held on Thursday and Friday of such week.

Section 3. Any regular, adjourned regular, special or adjourned special meeting of the Board may be adjourned to any day prior to the date established for the next succeeding regular meeting of the Board. If the date to which any such meeting is adjourned falls upon a holiday, the adjourned meeting shall be held at the same place on the next succeeding day which is not a holiday at the hour of 9:30 o'clock a.m. thereof, in which event all hearings, applications, petitions and other matters before the Board shall be deemed to be and are hereby automatically continued to the same hour of the next succeeding day.
Section 4. Any adjourned meeting of a regular meeting or adjourned regular meeting is part of the regular meeting.

Section 5. At the regular meetings of the Board of Supervisors, the matters to be heard and considered by the Board shall be determined by the following rules:

(a) Three members of the Board of Supervisors shall constitute a quorum sufficient to transact business. It shall take at least three affirmative votes of the Board to pass any motion.

(b) Any matter may be heard upon the consent of the majority of all members of the Board.

(c) Any matter may be heard by three members of the Board upon the concurrence of both the Chairman of the Board and the County Counsel that it is an emergency matter.

Section 6. Unless otherwise directed, the Clerk of the Board shall place all 4/5 vote matters not able to be considered at a regular Tuesday or Wednesday meeting on the next succeeding regular meeting's agenda.

Section 7. Special meetings of the Board of Supervisors may be called in the manner provided by State law. The order calling the special meeting shall specify the time and place of the meeting and the business to be transacted at such meeting, and no other business shall be considered at the meeting. (Section 54956 of the Government Code)
CHAPTER III
ELECTION, POWERS AND DUTIES OF THE CHAIRMAN AND VICE CHAIRMAN

Section 8. At 9:30 o'clock a.m. on the first Tuesday after the first Monday after January 1 of each year, the Board shall elect a Chairman and Vice Chairman to serve until the election of their successors.

Section 9. The Chairman, when present, shall preside at all meetings of the Board and shall take the chair at the hour appointed for every Board meeting and shall immediately call the members to order and, except in the absence of a quorum, shall proceed with the business of the Board in the manner prescribed by these rules.

Section 10. In the absence of a quorum the members present shall adjourn the meeting until the same time of the next scheduled meeting date. If all members are absent, the Clerk of the Board may adjourn the meeting to a stated time and place in accordance with Section 54955 of the Government Code.

Section 11. The Chairman shall preserve order and decorum. The Chairman shall decide all questions of order subject to the action of a majority of the Board.

Section 12. In the absence of, or inability to act of, the Chairman or Vice Chairman, the members of the Board present shall by an order entered on the minutes select one of their members to act as Chairman Pro Tem. The Chairman Pro Tem shall have all the powers and duties of the Chairman during the absence of, or inability to act of, the Chairman.
CHAPTER IV
ORDER AND SCHEDULING OF BUSINESS

Section 13. Items and accompanying papers for the Board's agenda shall be submitted to the Clerk of the Board no later than 5:00 p.m. Tuesday of the week prior to the meeting at which the Board is to consider the matter.

Section 14. All matters listed under CONSENT CALENDAR on the Board's agenda will be enacted by one motion for unanimous approval of the recommendations appended thereto. There will be no separate discussion of these items prior to the time the Board votes on the motion unless any member of the Board requests specific items to be discussed and/or removed from the Consent Calendar for separate action. Members of the public who wish to discuss a Consent Calendar item should come forward to the lectern, upon invitation by the Chairman, state their name, address, and Consent Calendar item number.

Section 15. The following matters shall be considered appropriate items for the Consent Calendar: (a) School District Matters, (b) Tax Matters (Cancellations, Assessment Roll Changes, Sales) (c) Subdivision Matters (Acceptance of Improvements, Release of Tax Bonds, etc.), (d) Mortgage Releases (Where the full amount of the mortgage is offered), (e) Notices of Completions - General, (f) Fuel Break Agreements, (g) Report on Denied Claims, (h) Replenishment of Cash Difference Funds, (i) Routine, Recurring Reports, (j) Precinct Changes, (k) Acceptance of Bonds, (l) Release of Bonds, (m) Certificates of Insurance, (n) Letters of Credit, (o) Traffic Committee Report, (p) Proposed Installation of Street Lighting System, (q) Assignment of Delinquent Accounts, (r) Setting Annexations to Lighting Districts for hearing, (s) Livestock Indemnity Claims. From time to time, other items may be added.
Section 16. On matters other than those placed on the agenda by a Board member, any member of the Board may direct the Clerk to delete any item from the agenda up to 10:00 a.m. Friday of the week preceding the meeting at which the matter is scheduled to be considered. The originator of any matter on the Board's agenda may request its deletion by the Clerk at any time prior to the meeting at which it is scheduled to be considered.

Section 17. The business of each regular meeting of the Board shall be transacted as far as practicable in the following order:

(a) Pledge of Allegiance
(b) Invocation
(c) Emergency Matters
(d) Regularly Scheduled Agenda Items
(e) New business brought to the attention of the Board by individual members, County Administrative Officer, or County Counsel. No items shall be acted upon other than commendations, proclamations, or requests for reports back at a future time.

CHAPTER V

RIGHTS AND DUTIES OF MEMBERS

Section 18. When any member is about to speak, he shall address the Chair; and when two or more members address the Chair at the same time, the Chairman shall name the member who is first to speak; and the speaker shall confine his remarks to the question under debate and shall avoid personalities.

Section 19. Any motion made by any member of the Board shall require a second. When a main motion is before the Board, no motion shall be entertained except an amendment to the main motion or a substitute motion, both of which shall have precedence over the main motion. County Counsel shall serve as
adviser to the Board on appropriate rules to comply with the governing codes.

Section 20. The roll need not be called in voting upon a motion except where specifically required by law or requested by a member. If the roll is not called, in the absence of objection, the Chairman shall order the item unanimously approved.

Section 21. Each roll call of the Board shall be made in the following order: Mover, Seconder, by Supervisorial District in numerical order, and the Chair shall be called last.

Section 22. If any Board member is to be unable to attend a meeting, all reasonable effort shall be made to notify the Chairman prior to the meeting.

Section 23. Members shall not be interested in any contract, purchasers at any sale or vendors at any purchase made by them in their official capacity. Any member with an interest or "remote interest", as defined in Section 1091 of the Government Code, shall disclose the fact thereof to the Board and the same shall be noted in the minutes.

CHAPTER VI

DUTIES OF THE CLERK OF THE BOARD

Section 24. The Clerk of the Board, or one of his deputies, shall attend each meeting of the Board and maintain a record of all proceedings thereof as required by law. Agenda items or groups of items will be called by the Clerk by subject heading and number only.
Section 25. The Clerk of the Board shall each week prepare the agenda for the following Tuesday and Wednesday meetings for delivery to each Board office on the prior Wednesday before 5:00 p.m. The agenda shall list the items for Board consideration by number with a brief statement of the subject matter of each of the items.

Section 26. The Clerk of the Board shall prepare and distribute the minutes which shall consist of the brief statement of the agenda item plus all motions made in regard thereto, all votes recorded thereon, and the final action taken by the Board of Supervisors. Distribution of the minutes shall be made prior to the meetings of the following week. Internal distribution shall be made to the members of the Board, the County Administrative Officer, all department heads, and selected special districts governed by the Board of Supervisors.

CHAPTER VII

OFFICIAL CORRESPONDENCE OF AGENDA ITEMS

Section 27. In compliance with Section 13 above, departments and districts submitting official correspondence for Board action shall, insofar as practicable, file a total of eight copies or an original copy and seven, with the Clerk of the Board.

Section 28. Departments and districts shall, insofar as practicable, consult with such other departments and offices as may be appropriate to the particular subject, or as referred by the Board, before submitting official correspondence to the Board, in order that necessity for further referral shall be minimized.
Section 29. It shall be the responsibility of the originating County agency, as part of its letter of transmittal, to include a concise subject heading for the agenda item, a brief narrative of the subject matter of each of the items, and a recommendation as to the proposed Board action. The subject matter heading and narrative description shall appear at the beginning of the correspondence and shall contain information exemplified by the Sample Agenda of the Board Procedures Committee.

Section 30. No ordinance, agreement, or contract shall be adopted by the Board of Supervisors until it shall have been approved by the County Counsel as to the legality of its form and contents.

CHAPTER VIII
PARTICIPATION BY THE PUBLIC

Section 31. No person other than Board members or county and district officials shall be admitted inside the railing to the floor of the Board Room while the Board is in session except upon the request of a member and the consent of the Chairman or of a majority of the Board.

Section 32. Subject to the provisions of these rules, any member of the public shall have the right to address the Board by oral communication on any matter then being discussed by the Board. However, if a matter is to be set or is set for a public hearing, it shall be out of order for any member of the public to address the Board on such matter prior to the public hearing thereon unless his remarks are confined to the specific question of the appropriateness of setting said matter for a public hearing.
Section 33. Any person desiring to address the Board shall approach the podium, state his name and address for the record, and proceed to address the Board. All remarks and questions shall be addressed to the Board as a whole and not any member thereof. No question shall be asked a Board member or a member of the County staff without first obtaining permission of the Chairman.

Section 34. Every person addressing the Board shall be limited in his remarks to five minutes after stating his name and address, unless a specific extension of time is requested and is granted by the Chairman subject to the approval of the Board. The Communications Technician of the Board shall keep track of the speaker's time and shall indicate the expiration of said time by signal lights installed upon the speaker's podium. When the yellow signal is lighted, it shall indicate that the speaker has thirty seconds in which to conclude his remarks. When the red signal is lighted, it shall indicate that the speaker's time has expired unless an extension is or has been granted.

Section 35. When any group of persons wishes to address the Board on the same subject matter, it shall be proper for the Chairman to request that a spokesman be chosen to represent the group, so as to avoid unnecessary repetition. If it is apparent that more than 15 persons wish to address the Board on a matter not previously set for a public hearing, it shall be in order for the Chair to entertain a motion to set the matter for a public hearing.

Section 36. Any person making impertinent, slanderous or profane remarks or who becomes boisterous while addressing the Board or while attending a meeting of the Board shall be called to order by the Chairman. If such
conduct thereafter continues, the Chairman shall order that person removed from the meeting room. Aggravated cases shall be prosecuted on appropriate complaint signed by the Chairman or a Board member.

Section 37. The Sheriff, or such member of his department as he may designate, shall be Sergeant-at-Arms of the Board of Supervisors, and he shall be available to respond to all meetings immediately upon call. He shall carry out all orders given by the Chairman for the purpose of maintaining order and decorum at the Board meetings.

CHAPTER IX
PARTICIPATION BY OTHERS

Section 38. The County Administrative Officer and the County Counsel, or a representative designated by each such officer, shall attend all regular and special meetings of the Board.

Section 39. Each county or district official having any matter on the agenda for consideration by the Board, other than on the consent calendar, shall hold himself or his designated representative in readiness for the purpose of furnishing information to the Board. He shall attend the Board meeting when requested to do so by a Board member or the County Administrative Officer, or when, in his judgment, the Board will probably require additional information.

Section 40. Reports ordered by the Board to be made by County staff or outside consultants shall be limited to twenty-five minutes unless an extension of time is granted by the Chairman subject to the approval of the Board.
Chapter X
Miscellaneous Provisions

Section 41. Rules adopted to expedite the transaction of the business of the Board in an orderly fashion are deemed to be procedural only and the failure to strictly observe such rules shall not affect the jurisdiction of the Board or invalidate any action taken at a meeting that is otherwise held in conformity with law. Except as otherwise provided by law, these rules or any one thereof may be suspended by order of the Board.

Section 42. Copies of these rules shall be made available to the public at all meetings of the Board of Supervisors free of charge.