



Board Agenda Item 30

DATE: August 11, 2026

TO: Board of Supervisors

SUBMITTED BY: Paul Nerland, County Administrative Office

SUBJECT: Revision to Administrative Policy No. 29 - Board of Supervisors Meetings

RECOMMENDED ACTION(S):

Approve the proposed revisions to Administrative Policy No. 29, Board of Supervisors Meetings, which incorporate updates throughout the policy and add a new section titled ‘News Media Worker Access’ to clarify expectations and procedures for media representatives attending Board meetings.

There is no additional Net County Cost associated with the recommended action. Administrative Policy No. 29 governs regular meetings, workshops, special meetings, public participation, remote participation disruptions, and management responsibilities related to Board of Supervisors meetings. The proposed revision adds a new section outlining expectations and guidelines for credentialed news media workers’ participation and coverage at Board meetings. This policy addition establishes designated media areas, criteria for media credentialing, and rules intended to ensure media access while maintaining orderly Board proceedings. This item is countywide.

ALTERNATIVE ACTION(S):

The Board may choose not to approve the revisions. Not adopting the update would maintain the current version of Administrative Policy No. 29, leaving expectations for media participation undefined and potentially leading to inconsistencies in media access or placement during Board meetings.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action.

DISCUSSION:

Administrative Policy 29 outlines how the Board of Supervisors schedules regular meetings, workshops, special meetings, and joint meetings. It establishes rules for public participation, including time limits for speakers and procedures for both in-person and remote comments. The policy also details how the Board must respond to disruptions in remote participation services to ensure transparency and public access. Responsibilities for managing meetings and resolving technical or facility-related disruptions are assigned to the Clerk of the Board, Information Technology Services Department, and General Services Department.

The new “News Media Worker Access” section provides clarity and structure for how credentialed news media workers may participate in and cover Board proceedings. The section authorizes the County Administrative Officer to designate or modify media locations and establish reasonable rules governing media coverage. It explicitly permits photography, livestreaming, television recording, and audio recording

from designated areas, provided such activities do not disrupt proceedings or interfere with County operations.

The policy defines “credentialed news media worker” and establishes methods of verifying credentials, such as employer-issued press identification or assignment letters. Unauthorized individuals may not occupy designated media spaces.

This addition improves transparency and facilitates orderly media engagement, ensuring appropriate access while maintaining decorum and operational functionality during Board meetings. The Director of General Services is assigned responsibility for compliance with this section.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Administrative Policy 29 (Redline)

Administrative Policy 29

CAO ANALYST:

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