



## Fresno County Board of Supervisors

# ADMINISTRATIVE POLICY

## NUMBER 29 Board of Supervisors Meetings

Effective Date: January 24, 1989

Revision Date: April 7, 2026

### **POLICY STATEMENT**

#### **Board of Supervisors' Regular Meetings**

The regular meetings of the Board of Supervisors are scheduled on a Monday and/or a Tuesday. The Board of Supervisors, for cause, may dispense with any regular meeting by an order entered in its minutes. (See Ordinance Code 2.04.010).

#### **Board of Supervisors' Workshops**

The Board of Supervisors may schedule workshops on their regular meeting days or on other days as approved by the majority of the Board. In general, Mondays are used for workshops if time is not available on a Tuesday.

#### **Joint Meetings/Special Meetings**

The Board of Supervisors may schedule special or joint meetings with other elected bodies to discuss items of mutual concern or interest. Special meetings may be called pursuant to the requirements of Government Code § 54956. The date, time and location of such meetings will be set at the convenience of all participants and notice will be published in accordance with the Ralph M. Brown Act or other applicable statutes.

#### **Public Participation in Agenda Items**

Members of the public may address the Board of Supervisors on any action item on the agenda at a regular or special meeting before or during the Board's consideration of the item. Speakers shall be limited to two (2) minutes per person, and each topic may be limited to no more than ten (10) minutes total. Speakers may not yield their time. Speaking times may be altered at the discretion of the majority of the Board. The public shall be informed of any time limitations. For good cause, the majority of the Board may waive or amend the provisions of this policy.

This rule does not apply to quasi-judicial items, however, the majority of the Board has discretion to keep the process moving, for example, by halting undue repetition or irrelevant testimony.

### Public Presentations

Members of the public may address the Board of Supervisors on any topic or matters not on the regular agenda which are within the jurisdiction of the Board during the Public Presentations portion of the regular scheduled meetings. Speakers shall be limited to two (2) minutes per person, and each topic may be limited to no more than ten (10) minutes total. Speakers may not yield their time. Speaking times may be altered at the discretion of the majority of the Board. The public shall be informed of any time limitations. For good cause, a majority of the Board may waive or amend the provisions of this policy.

### Disruptions to Remote Public Participation Service

If a disruption to the telephonic or internet service prevents members of the public from attending or observing the Board meeting via the two-way telephonic service, the Board of Supervisors shall recess open session for at least one (1) hour or until the disrupted service is restored, whichever is earlier.

While in recess, good faith attempts to restore the service shall be made and will include, but will not be limited to, the appropriate departments: mobilizing staff to identify and restore the affected hardware or software; notifying and working with the appropriate vendors and service providers to restore the disrupted service; and/or coordinating with appropriate on-site audiovisual contractors to ensure service has been restored.

If public comments have already been heard for closed session, the Board may meet in closed session while good faith efforts are being made to restore the service. The Board may clear the chambers to ensure staff can quickly and adequately make good faith attempts to restore service without interruption.

If at least one (1) hour has passed and the telephonic or internet service has not been restored, the Board may reconvene open session. Upon reconvening open session when the telephonic or internet service has not been restored, the Board shall adopt a finding by rollcall vote that good faith efforts to restore the telephonic or internet service have been made and that the public interest in continuing the meeting outweighs the public interest in remote public access. If the Board cannot make that finding, they shall adjourn the meeting.

This rule does not apply to technical disruptions experienced solely by individual members of the public.

### **MANAGEMENT RESPONSIBILITY**

The Clerk of the Board of Supervisors is responsible for preparing and publishing the notice of Board of Supervisors meetings, as well as general operations related to facilitating remote public comments, including managing the queue of remote speakers using any applicable equipment, software, or program.

The Director of the Information Technology Services Department (ITSD) is responsible for remediating disruptions to the remote public participation service if the disruptions cannot be directly addressed by the Clerk of the Board or on-site contractors (e.g., disruptions to internet service).

The Director of the General Services Department (GSD) is responsible for remediating disruptions to the remote public participation service if the disruptions are caused by facility-related issues (e.g., power outages).