



Board Agenda Item 42

DATE: June 5, 2018

TO: Board of Supervisors

SUBMITTED BY: Jean M. Rousseau, County Administrative Officer

SUBJECT: Administrative Policy 29 - Board of Supervisors Meetings

RECOMMENDED ACTION(S):

Approve revisions to Administrative Policy 29 regarding Board of Supervisors Meetings.

Approval of the recommended action will revise the public presentation time for agenda items from five to three minutes per person without a change in the total time limit of fifteen minutes per topic. In addition, the revision of Administrative Policy 29 adds Government Code section 54956 which governs special meetings. This item is countywide.

ALTERNATIVE ACTION(S):

The Board of Supervisors could choose not to revise Administrative Policy 29 and the policy will remain unchanged.

FISCAL IMPACT:

There is no fiscal impact related to the recommended action.

DISCUSSION:

The current policy on board meetings allows for five minutes per individual speaker, with no more than fifteen minutes total per topic. However, the Chairman has discretion to reduce or increase the individual speaker limit from five minutes. The recommended action before your Board will reduce the individual speaker limit from five to three minutes, and the total time allowed per topic will remain at fifteen minutes. This revision will allow for more efficient use of meeting time. For good cause, the Chairman of the Board will continue to have the discretion to waive this provision to allow a speaker additional, or less time. In addition, the recommended revisions to the Administrative Policy add Government Code section 54956 to reference the requirements and noticing for special meetings.

ATTACHMENTS INCLUDED AND/OR ON FILE:

Administrative Policy Number 29 - redline version
Administrative Policy Number 29

CAO ANALYST:

Samantha Buck