

Date: June 23, 2020

To: Board of Supervisors

From: Supervisor McCowen

Re: Rule 14 Agenda Procedure

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First Sentence:

Strike "necessary" and add "applicable" to read: "...and a fiscal analysis if applicable, clearly identifying the source of funding and the impact to the General Fund if any."

New second sentence:

All items sponsored by Board members shall be presented to the Executive Office/Clerk of the Board not later than 12:00 noon on the Monday prior to agenda publication preceding the meeting for which the agenda is prepared and shall include a complete agenda summary, all supporting documentation, a fiscal analysis clearly identifying the source of funding and the impact to the General Fund, if any, and shall be simultaneously referred to the affected department(s) if any.

No change to third sentence.

New second paragraph:

Board members who intend to sponsor an agenda item may request a placeholder from Executive Office/Clerk of the Board staff and shall be included on Board of Supervisors Meeting Forecasting and assigned a tentative date for the agenda item. Two Supervisors may choose to co-sponsor an agenda item. In the case of substantially similar items the Executive Office/Clerk of the Board shall assign preference based on first in time equals first in line. In the event a Supervisor would like an earlier time than assigned by staff, they may adirectly to the CEO/Clerk of the Board who may approve limited exceptions as noted in the preceding paragraph. Additionally, in response to Public Comment or during Supervisor's Reports, Board members may also seek majority approval of the Board for future agenda items and in consultation with the Executive Office/Clerk of the Board, for the timing thereof.