



# Mendocino County

## Legislation Text

---

**File #:** 20-0562, **Version:** 1

---

**To:** Board of Supervisors

**From:** County Counsel Executive Office

**Meeting Date:** June 10, 2020

**Department Contact:** Christian M. Curtis

**Phone:** 234-6885

**Department Contact:** Carmel J. Angelo

**Phone:** 463-4441

**Item Type:** Regular Agenda

**Time Allocated for Item:** 20 min.

**Agenda Title:**

Discussion and Possible Action Regarding Amendment of Rules of Procedure to Address Allocation of Meeting Time for Agendas

(Sponsor: County Counsel)

**Recommended Action/Motion:**

Direct County Counsel to prepare a rule change to create a mechanism for allocating limited meeting time when setting agendas for meetings of the Board of Supervisors.

**Previous Board/Board Committee Actions:**

On January 7, 2020, the Board of Supervisors adopted Resolution 20-006, which set forth the Rules of Procedure governing meetings of the Board of Supervisors for calendar year 2020.

**Summary of Request:**

County Counsel and Clerk of the Board are recommending that the Board of Supervisors adopt a rule or process for addressing allocation and prioritization of limited meeting time prior to agenda publication. Historically, the County has attempted to limit its published agendas to those items that it reasonably expects to hear on the date of that meeting. When too many items are proposed for a particular meeting, some are left off of that agenda and forecast for future meetings instead. This practice helps ensure that interested members of the public are able to be present on the day their item is heard and reduces the chances that they may miss work merely for an item to be tabled.

This historical practice, however, is not memorialized within the current Rules of Procedure. Rule 14 provides the process for submission of agenda items and specifies that the Chair and the Chief Executive Officer will meet to address order and timing, but it does not provide a mechanism for addressing an overcrowded agenda. In absence of a rule or process, staff has attempted to work with submitters to address scheduling on an informal basis. Staff is hampered, however, by the lack of any explicit Board direction and an inability to consult with the full Board due to Brown Act concerns. Recently, these limitations have been highlighted due to an increase in overall Board business and emergency related time constraints.

County Counsel has been looking at possible mechanisms for setting the agenda based on the practices of other agencies. County Counsel and Clerk of the Board will present a range of options to the Board of Supervisors,

and request direction to draft an amendment to Rule 14.

**Alternative Action/Motion:**

Take no action.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:**

**Fiscal Details:**

**source of funding:** N/A

**current f/y cost:** N/A

**annual recurring cost:** N/A

**budget clarification:** N/A

**budgeted in current f/y:** Choose an item.

**if no, please describe:**

**revenue agreement:** Choose an item.

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

---

**CEO Liaison:** Carmel J. Angelo, CEO

**CEO Review:** Yes

**CEO Comments:**

**FOR COB USE ONLY**

---

**Executed By:** Atlas Pearson, Deputy Clerk I

**Date:** JUNE 29, 2020

**Final Status:** Approved with Modification

