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.4 Agenda

- **.4.1 Format**

The agenda for regular meetings of the Board of Supervisors will be prepared according to the following format:

- A. Call to Order.
- B. Pledge of Allegiance to the Flag of the United States of America.
- C. Approval of Minutes.
- D. Public Input and Non-Agenda Items for discussion only or future scheduling.
- E. Business Consent shall include non-controversial items for which further discussion may not be required. Some examples of non-controversial items are:
 - 1. Contracts with the State and Federal government that are renewed annually and that have no substantial changes.
 - 2. Requests for increased purchasing authority when the original contract has been approved by the Board and the request is within budget authority.
 - 3. Proclamations and resolutions that will not be presented at the Board meeting.
 - 4. Letters for ratification that meet the policy of additional information on a subject on which the Board has taken action.
 - 5. Items that are considered ?information only? and that will not be forwarded to a department for action.
 - 6. Items that request approval to go out for formal bid. Bid awards should not be in Business Consent.
 - 7. Items for approval where the funding source has dictated the method of purchase.
 - 8. Amendments to approved contracts that do not substantially change the contract.

F. Business Appointments shall include public hearings and appearances before the Board by any individual or group at a specified time. The agenda shall indicate the time of any study session scheduled to be held in conjunction with a regular meeting.

G. Business-No Appointments shall include all items which will require formal Board action for which an appointment has not been set. Any Board Member can request that any item on the Consent Agenda be pulled for discussion and action.

H. Legislation shall be listed on an as needed basis, and shall include necessary information for the Board to make an informed decision.

I. Boards, Commissions, Committees and Special Districts (BCCD's) shall include resignations, appointments/reappointments and vacancies of those BCCD's in which the Board is the appointing authority.

J. All Correspondence received by the Board of Supervisors that will not require formal Board action will be placed in a reading file in the Board Office. Any Board member or department head may place an item of correspondence on the agenda.

K. Reports and Notices shall include all items of information which will not require formal board action.

.4.2 Scheduling Deadlines

A. All items to be placed on the agenda shall be presented to the Clerk of the Board not later than 5:00 p.m. on the Tuesday preceding the regular meeting for which the agenda is prepared.

B. Items that require review and approval for personnel, legal, and/or financial matters shall be submitted to the appropriate department head prior to being submitted to the Clerk of the Board. Timelines for such matters are as follows:

1. Personnel related matters shall be submitted to the Personnel Director by 12 noon on the Friday preceding the Tuesday agenda deadline;
2. Legal related matters, such as Resolutions, Ordinances, and applicable contracts shall be submitted to County Counsel by 4:00 p.m. on the Friday preceding the Tuesday agenda deadline;
3. Financial/funding related matters shall be submitted to the Director of Finance by 12 noon on Tuesday, same day as of agenda deadline

C. If that Tuesday is a legal holiday, all items to be placed on the agenda shall be presented to the Clerk of the Board not later than 5:00 p.m. on the preceding Monday.

D. Items not received by the above stated applicable deadline, will be held for the next available agenda.

E. The Clerk of the Board shall prepare a summary of each item on the agenda in sufficient detail to give the members of the Board of Supervisors a general understanding of the nature of the matter to be considered. Items of a similar or related nature shall be grouped on the agenda.

F. Not later than 5:00 P.M., on the Friday preceding the meeting concerned, the Clerk of the Board shall prepare an agenda and provide a copy thereof to each member of the Board of Supervisors and to all local

news media. In addition, one copy shall be posted on the Courthouse bulletin board. In the event that Friday is a legal holiday, the Clerk of the Board shall provide and post copies of the agenda not later than 5:00 P.M., on Thursday.

- **.4.3 Information Requirements**

In submitting items for the agenda, the following requirements should be noted:

A. The original and eight (8) copies of all items and any backup information such as a letter, resolution, proposal, ordinance or any other informational material shall be furnished to the Clerk of the Board by the agenda scheduling deadline.

B. All contracts or agreements, ordinances and Resolutions shall be reviewed and approved as to form by County Counsel before submission to the Clerk of the Board for placement on the agenda. The department responsible for the item shall obtain such review and approval. If a contract has not received such approval, the Department Head shall state in writing the reason for such failure. Unless specifically requested by the Board or Department Head, such review and approval need not be obtained for State of California Form Standard Agreements.

C. All Personnel related items are to be submitted to the Personnel Department for review and recommendation prior to scheduling on the Board's agenda. These include, but are not limited to, the following:

1. Requests for new positions;
2. Requests for classification studies;
3. Advanced step hiring appointments beyond Step C; and
4. Exceptions to the standard employment practices.

- **.4.4 Late Items**

A. The Board of Supervisors discourages the taking of any action or considering items not on the agenda. While the Board realizes that the departments must meet certain deadlines and some items cannot help but be brought up unannounced, it is emphasized that sufficient time be allowed for the processing and review of the items prior to Board action.

B. If a department submits subsequent documents to an item listed on the agenda after the posting of the agenda, it will be considered a late item and will be pulled from the agenda and returned to the department. The department may resubmit the item for a future agenda with the documentation revised to reflect the appropriate meeting date.

- **.4.5 Emergency Matters**

Nothing herein set forth shall prevent the Board of Supervisors, with the consent of a majority of all Board members, from considering emergency matters at any time during a regular meeting.

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.4.6 Unscheduled Matters

A. Any member of the public may address the Board of Supervisors on any topic or matter not on the regular agenda which is within the jurisdiction of the Board during the Unscheduled Matters portion of a regular scheduled meeting. Comments shall be limited to three (3) minutes per speaker. The time limit may be waived at the discretion of the Board.

B. Any member of the public may address the Board of Supervisors on matters that are listed on the agenda, whether to a public hearing or not, only at the prescribed time the matter is scheduled and/or announced by the Chairman of the Board. The same time limit will apply as stated in (A) above.

C. Unless a matter qualifies for an exemption under provisions of Government Code Section 54950.2(b), action or Board discussion cannot be taken on Unscheduled Matters, unless, by a majority vote of all Board members present, that it is determined to be an emergency or urgency matter that requires immediate action, upon identifying the matter prior to discussion and that the need for action came to the attention of the Board subsequent to the agenda being posted.

D. When a member of the public, a County Board, Commission, Committee, District or other private, public or governmental entity brings a problematic matter before the Board of Supervisors, under Unscheduled Matters, the procedure is as follows:

1. The Chairman shall direct the matter to the appropriate department (per Government Code Section 54954.2(a)) for possible resolution; if the matter is unable to be resolved and/or requires Board action, the department in which the matter was referred to shall follow the procedure described in Section 2.04.07 (B - E).

.4.7 Requests to Place a Matter on the Board Agenda

When a member of the public, a County Board, Commission, Committee, District or other private, public or governmental entity requests to place a matter on the Board agenda, the procedure is as follows:

A. The item and all backup documentation shall be referred by the Clerk of the Board to the appropriate department, whereby that department will act as the contact for the person requesting the matter be placed on the agenda; and

B. The department head shall review, evaluate and address the issue administratively, either through administrative action within the department or by presentation to the Board of Supervisors; and

C. If deemed appropriate by the department head to which the item was referred, staff shall prepare an Agenda Item Transmittal (AIT) and a staff report, which provides the following:

1. The objective of the person;
2. The ability of the county to accomplish the request or project;
3. The cost to the county;
4. The time estimated to accomplish the request or project;
5. A discussion of whether the request or project will interfere with the timetable for completion of another county goal or objective; and

6. A recommendation from the department to the Board of Supervisors.

D. Every effort should be made by the department to present the matter to the Board for the next scheduled meeting date, or if necessary, a subsequent agenda; or

E. In the event that further research or information is required, the department in which the matter was referred to shall present the matter to the Board within a time period not to exceed six weeks from the date in which the matter was referred.

- **.4.8 Commercial Solicitations**

Neither Sections 2.04.06 or 2.04.07 shall be utilized for commercial solicitation. This includes prospective vendors and service providers. Such issues will be addressed through proper procurement and contracting procedures currently set within County policy.

- **.4.9 Supplemental Information**

The Board of Supervisors adopts the following procedures which shall be followed for supplementary agenda information:

A. Items that require backup information shall have the accompanying information supplied at the time of submission.

B. Except for items presented to the Board pursuant to Section 2.04.01(D) and Section 2.04.05, any department head who wishes to appear before the Board on Tuesday must be scheduled to do so on the agenda. To avoid any delays in agenda item approvals, department heads or their representatives should be present when their items are being considered by the Board of Supervisors.

- **.4.10 Special Instructions to the Clerk of the Board**

Departments are responsible for providing special instructions to the Clerk of the Board to facilitate the proper processing of agreements, contracts, resolutions, and ordinances upon which the Board of Supervisors has acted upon. The following shall be included in the special instructions:

A. Details of the proper disposition and distribution of the matters after Board action, including an address, if necessary. (NOTE: The original copy of all documents shall be filed with the Clerk of the Board.)

B. Details concerning agreements to be signed by another party, including time deadlines and name and address of other party.

C. Pertinent legal description, names and addresses of persons to be noticed, etc., when agenda items or public hearings are to be advertised by the Clerk of the Board.

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