



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Department Name: CEO  
Department No.: 012  
For Agenda Of: 12/1/09  
Placement: Set Hearing for 12/8/09  
Estimated Tme: 20 Min. on 12/8/09  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

---

**TO:** Board of Supervisors  
**FROM:** Michael F. County Executive Officer  
Brown  
Michael Allen Chief Deputy Clerk of the Board, 568-2240  
**SUBJECT:** Resolution Regarding Board of Supervisors' Agenda Policies and Conduct of Meetings

---

**County Counsel Concurrence**

As to form: Yes

**Other Concurrence:** Select\_Other

As to form: No

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

a) Adopt a resolution amending the Board of Supervisors' Agenda Policies and Protocols for the Conduct of Meetings and rescinding Resolution No. 03-282

**Summary Text:**

Board of Supervisors Resolution No. 03-282 (attached) sets forth the current policies and procedures for the conduct of the meetings of the Board of Supervisors. These protocols provide the Board, County staff and the public with the framework necessary for the conduct of timely, fair and efficient meetings and incorporate policy as to the following:

*Agenda preparation, publication and posting; establishing the order of business to be conducted; defining the component sections of the agenda; providing the rules for public participation in the meetings as well as expectations as to behavior and decorum during the proceedings.*

As the guiding document with respect to the conduct of the meetings of the Board of Supervisors, it is appropriate to periodically review the associated policies and provide the Board with an opportunity to amend and enhance these policies based of the changing environment of County Government.

The Board of Supervisors directed staff to look at the current resolution and to return to the Board with recommendations designed to more clearly define the protocols for the conduct of Board meetings on behalf of the public and County staff. As such, the attached draft resolution incorporates staff recommendations designed to enhance the ability of the Board to conduct fair and expeditious meetings and to facilitate thorough consideration and debate of the policy matters that come before the Board. Recommended amendments to Board Resolution 03-282 are indicated in underline on the attached draft resolution.

**Background:**

The Board of Supervisors’ policy related to agenda production and conduct of meetings was last amended in 2003 by the adoption of Board of Supervisors Resolution No. 03-282. A new resolution rescinding Resolution No. 03-282 is required to amend current policy and accurately reflect current Board practices and requirements for the preparation of the agenda, minutes and conduct of meetings.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other:			
Total	\$ -	\$ -	\$ -

Narrative:

**Staffing Impacts:**

**Legal Positions:**

**FTEs:**

**Special Instructions:**

Direct the Clerk of the Board to notify all County Departments

**Attachments:**

Resolution amending Board of Supervisors Resolution 03-282  
Board of Supervisors Resolution 03-282

**Authored by:**

Michael Allen  
Chief Deputy Clerk of the Board  
568-2240