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# COUNTY OF SAN DIEGO

INTER-DEPARTMENTAL CORRESPONDENCE

December 21, 1989

To: Chairman Susan Golding
Supervisor Brian P. Bilbray
Supervisor George F. Bailey
Supervisor John MacDonald

From: Clerk of the Board of Supervisors

Subject: Changes in Board Procedures for 1990 and Revised 1990 Board of Supervisors Meeting Calendar

1990 Chairman Williams will be observing the following changes in procedure during 1990 and has asked me to communicate them to you, the Chief Administrative Officer (CAO), and County Counsel.

Meeting Times

Tuesday - The Board agenda and Special Districts agenda will be set at 9:00 a.m. (Air Pollution Control District meeting day and time have not yet been decided.)

Wednesday - Housing Authority (first meeting of the month when there is business) will be set at 10:00 a.m., and will be called before the Land Use agenda which also will be set at 10:00 a.m.

Meeting Days That Are Holidays/Jewish Holy Days

Wednesday, July 4 (Independence Day), no meeting. No meeting July 5. Any Land Use business requiring action that week will be listed on Tuesday, July 3 at 2:00 p.m.

Wednesday, December 12 (Chanukah), no meeting. Agenda will be prepared for meeting on Thursday, December 13.

Tuesday and Wednesday Meetings

Agenda:

- Will consist of the regular agenda and administrative agenda, will be numbered consecutively starting with 1 for Public Communication, followed by Intergovernmental Affairs if any items are received, then the remainder items grouped by subject matter categories.

- Policy items identified by the CAO will be marked by an asterisk along side of the agenda number on the page of the agenda listing all agenda items by number and subject title.

- Deadlines for submitting items for any agenda remain unchanged:

  Tuesday meeting - Monday Noon of the preceding week

  Wednesday meeting - Thursday Noon, 13 calendar days preceding meeting day

  Adherence to these deadlines will facilitate preparation, printing, and distribution of the agenda to you.

- Items received after distribution of the agenda has been made, plus any additional backup material to be placed with that agenda will be printed on colored paper. These new items will be placed after the administrative agenda, starting with the next consecutive number. The purpose of the colored paper is to provide an instant alert of all added items and material.

<u>Tuesday and Wednesday Meetings</u>

<u>Consent Calendar/Discussion Items:</u>

- Consent Calendars will be formed during the meetings.

- No Preliminary suggested consent calendar will be prepared.

- Chairman will have Clerk call out agenda numbers of set matters and items pulled for discussion. This will allow you the opportunity to check or make notations on the agenda subject title page of the items to be discussed.

- No summary of business for the meeting will be prepared.

- Board of Supervisors agenda consent calendar will be formed first. Then Special Districts agenda (if any) consent calendar will be formed.

- If only a couple of people pull a Special District item for discussion, that item will be heard before the Board of Supervisors agenda discussion items.

- If many people pull a Special District item for discussion, the Chairman will announce a time certain for the item to be heard. This will allow speakers and staff to decide if they should go elsewhere in the interim.

- The Chairman will be setting time limits for the public to be heard when there are many speakers to an item.

Conferences

Will be scheduled at least every other month on Tuesday, starting with February.

Board Referrals to CAO and County Counsel

The Clerk will prepare a list from 7/1/89 onward of Board referrals from Tuesday and Wednesday meetings. The listings will be updated and distributed at the beginning of each month to each Board Office, CAO (DCAO Lari Sheehan for Wednesday), and County Counsel. If you do not wish to receive these lists, please let me know.

County counsel will be preparing a revision of the Board of Supervisors Rules of Procedure to reflect these changes.

Kitty

Kathryn A. Nelson
Clerk of the Board of Supervisors

KAN.mg

cc: Vice Chairman Leon L. Williams