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JUL 27 1992
Ans'd.

July 24, 1992

TO: Department Heads
Elected Officials
Court Administrators

FROM: Thomas J. Pastuszka
Clerk of the Board of Supervisors

REVISED BOARD OF SUPERVISORS RULES OF PROCEDURE

Attached please find a copy of the revised Board of Supervisors Rules of Procedure. The Rules were amended by the Board on July 1, 1992. Rule 2 (h) was modified, the previous Rule 2 (i) was deleted, and Rules 2 (j), (k) and (l) were renumbered.

This rule change becomes effective on July 31, 1992.

Thomas J. Pastuszka
THOMAS J. PASTUSZKA
Clerk of the Board of Supervisors

TJP:jb

Attachment

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# COUNTY OF SAN DIEGO
# BOARD OF SUPERVISORS

# RULES OF PROCEDURE

CHAIRMAN GEORGE F. BAILEY
VICE CHAIRMAN BRIAN P. BILBRAY
SUPERVISOR SUSAN GOLDING
SUPERVISOR LEON L. WILLIAMS
SUPERVISOR JOHN MACDONALD

(effective July 31, 1992)

RULES OF PROCEDURE

BOARD OF SUPERVISORS
THE COUNTY OF SAN DIEGO

## Rule 1. TIME AND PLACE OF MEETINGS OF THE BOARD OF SUPERVISORS

(a) Except as otherwise provided in this Rule, a regular meeting of the Board shall be held on Tuesday of each week commencing at the hour of 9:00 a.m. and Wednesday of each week commencing at the hour of 9:00 a.m. in the North Chamber (room 310) or Conference rooms (rooms 303 or 335-A), located at the San Diego County Administration Center, 1600 Pacific Highway, San Diego, California. The Wednesday meeting is to be known as the Land Use meeting. No meeting shall commence prior to the time specified in this subsection.

(b) When a Tuesday regular meeting day is a holiday, the Tuesday meeting shall be held on Wednesday at the same place at 9:00 a.m. and the Land Use meeting shall be continued to Thursday at the same place at 9:00 a.m. When the Land Use meeting day is a holiday, the Land Use meeting shall be held on Thursday at the same place at 9:00 a.m. All matters on the posted agenda for any meeting continued pursuant to this subsection shall be automatically continued to the continued meeting.

(c) The Board may designate legislative activity weeks and Board recess periods during which regular meetings of the Board will not be held. The following weeks in 1992 are designated Legislative Activity Weeks and Board recess periods:

| | | |
|---|---|---|
| Legislative Activity Weeks: | January | 27 - 31 |
| | February | 17 - 21 |
| | March | 23 - April 3 |
| | May | 25 - 29 |
| | June | 22 - 26 |
| | July | 20 - 24 |
| | August | 17 - 21 |
| | September | 21 - 25 |
| | October | 26 - 30 |
| | November | 23 - December 4 |

Board Recess Periods

| | | |
|---|---|---|
| Spring: | April | 20 - 24 |
| Budget: | July | 6 - 10 |
| Labor Day: | August | 24 - September 4 |
| Winter: | December | 21 - January 4, 1993 |

(d) Any meeting of the Board may be adjourned to any date and time when necessary for the transaction of business. Any adjourned meeting of the Board is part of a regular meeting.

(e) Special meetings of the Board may be called pursuant to and in accordance with Section 54956 of the Government Code. The Clerk shall prepare the notice and call of any special meeting. The notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such special meeting. A copy of the notice of a special meeting shall also be posted at the places designated in subsection (b) of Rule 2.

Rule 2. AGENDA FOR MEETINGS OF THE BOARD OF SUPERVISORS

(a) Items for the agenda for any regular meeting of the Board may be included on the agenda only with the approval of the Chief Administrative Officer; provided, however, Board Members may file an item for the agenda for a regular meeting directly with the Clerk.

(b) The Clerk shall prepare and issue an agenda for each regular meeting of the Board. Items filed with the Clerk for the agenda shall be complete. The Clerk shall not accept any additional material on an agenda item or any new agenda item except those approved by the Chair, as noted below. All items to be included on the agenda for the regular Tuesday meeting of the Board must be filed in the Office of the Clerk no later than 12:00 Noon on the Monday, 8 days before the Tuesday meeting. If Monday is a holiday, such items must be filed in the Office of the Clerk no later than 12:00 Noon on the Friday preceding the holiday. All items to be included on the agenda for the Land Use meeting of the Board must be filed in the Office of the Clerk no later than 12:00 Noon on the Thursday, 13 days prior to the Land Use meeting. If Thursday is a holiday, such items must be filed in the Office of the Clerk no later than 12:00 Noon on the Wednesday preceding the holiday.

After the agenda for any regular meeting of the Board is issued by the Clerk, no additional item will be added to the agenda unless the addition of the item to the agenda has been approved by the Chairperson of the Board. All late items approved for inclusion on the agenda by the Chairperson must be filed in the Office of the Clerk no

later than 9:00 a.m. on the Friday preceding the meeting date; or if Friday is a holiday, by 9:00 a.m. Thursday preceding the meeting date.

The Chief Administrative Officer shall determine the placement of agenda items within subject matter designations, and shall identify policy matters with an asterisk to be placed alongside the agenda number. The agenda for the Tuesday and Land Use meetings shall be issued and posted by the Clerk no later than the preceding Thursday. The agenda also shall include notice of items to be heard by the Board in its separate and distinct capacity as:

Air Pollution Control Board of the San Diego County Air Pollution Control District
Board of Directors of the San Diego County Flood Control District
Board of Commissioners of the Housing Authority of the San Diego County
Board of Directors of the County of San Diego Industrial Development Agency
Board of Directors of the Redevelopment Agency of the County of San Diego
Boards of Directors of eight Sanitation District

Each agenda shall be posted in the Security Office located at the South End of the First Floor of the San Diego County Administration Center and on the bulletin board located at the North Chamber (room 310), Third Floor, County Administration Center. Copies of the agenda, Board of Supervisors Policies and Board of Supervisors Rules of Procedure shall be available in the Office of the Clerk and the agenda shall be available at the Information Desk located in the first floor lobby of the County Administration Center. Copies of the agenda shall be mailed to the Chair of each Planning Group, Sponsor Group, community newspaper and daily newspaper.

(c) Notwithstanding the provisions of subsection (a) of this Rule, if the Board continues an agenda item scheduled for the Tuesday or the Land Use meeting for one or two weeks in order to receive additional staff reports, the additional staff report must be filed in the Office of the Clerk no later than 12:00 Noon on the Thursday immediately preceding the Tuesday meeting to which the item has been continued, or no later than 12:00 Noon on the Friday immediately preceding the Land Use meeting to which the item has been continued.

(d) As required by the Ralph M. Brown Act, items not on the posted agenda for a meeting shall not be considered by the Board except as follows:

(1) Upon determination by a majority vote of the Board that an emergency situation exists. An emergency situation is limited to:

(a) work stoppage or other activity which severely impairs public health, safety, or both.

(b) crippling disaster which severely impairs public health, safety, or both.

(2) Upon determination by a two-thirds vote of the Board, or a unanimous vote if less than two-thirds of the Members are present, that the need to take action arose subsequent to the agenda being posted.

(3) The item was posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item and at which prior meeting, the item was continiued to the meeting at which action is being taken.

Whenever an off-docket item is presented by a Board Member or the Chief Administrative Officer, it shall be submitted with a separate cover sheet prepared by the Board Member or Chief Administrative Officer and headed "Chairman's Statement to Public to be Read on the Record." This cover sheet shall contain the subject title of the item, a short explanation of the matter and, if any, the recommendation.

(e) Any item on the posted agenda for a regular Tuesday or Land Use meeting which has not been considered or acted upon shall be deemed continued to the next regular Tuesday or Land Use meeting. Such item shall be relisted on the agenda pursuant to subsection (a) of this Rule and all material relating to the item shall be redistributed with the agenda.

(f) A quorum of three members must be present in order for the Board to conduct business, including presentation of Proclamations and special awards. Three votes are required for the adoption of any motion that is in order, except where the law requires or permits otherwise.

(g) In the event a motion fails because of a tie vote, the Board may continue the item for consideration at a future meeting. If for any reason the Board fails to continue such item, the Clerk shall place the item on the agenda for the next regular meeting. The provisions of this subsection shall not apply to items coming within subsections (h) or (i) of this Rule.

(h) Whenever the Board of Supervisors holds a hearing on a planning and zoning and land use matter subject to Article XXIa of the Administrative Code and thereafter takes no action because a motion on the item failed to carry by the required affirmative vote, the Board may at that meeting continue the matter for future consideration. If the Board does not do so, any member of the Board may, within thirty days after the date on which the motion failed to carry, docket with the Clerk of the Board a request that the Board reconsider the matter. If no such request is docketed within said thirty day period, or if the Board after reconsidering the matter again fails to take action because a motion thereon fails to carry by the required affirmative vote, then the following shall occur:

(1) If the matter is an appeal from a decision of a lower decision-making body, the decision from which the appeal was taken shall be deemed sustained.

(2) If the matter is one which by statute or ordinance is under the original jurisdiction of the Board of Supervisors, so that no lower decision has been made, then the matter shall be deemed disapproved.

(i) Whenever the Board directs that any item on the agenda be continued to a future date, the Clerk shall list such item on the regular agenda of such future date.

(j) The following persons are authorized to place matters on the agenda of meetings of the Board:

(1) Members of the Board of Supervisors

(2) The Chief Administrative Officer and his designees

All other elected officials of the County shall file items (using the prescribed format) for the agenda with the Chief Administrative Officer.

Requests for placement of items on the agenda by other persons or agencies must contain a brief summary of the subject matter of what is proposed to be orally presented to the Board; copies of any supporting documentary material, if appropriate; and the name(s) of the person(s) who will make the presentation. The request(s) will be referred by the Clerk to the Chief Administrative Officer, who shall make a recommendation to the Chairperson. With the concurrence of the Chairperson, the Chief Administrative Officer may place the request as an item on the agenda, with the recommendation of the Chief Administrative Officer, on the date designated by the Chairperson.

(k) If there is more than one item to be placed on the Land Use agenda which is reasonably expected to generate or involve considerable public participation, the Clerk, after consultation with the Chairperson, shall set the item so as to minimize inconvenience to the participating public, such as setting the item at 10:00 a.m. or 2:00 p.m.

Rule 3. ORDER OF BUSINESS FOR MEETINGS OF THE BOARD OF SUPERVISORS

(a) The schedule of business for the Tuesday meeting shall be:

| | |
|---|---|
| 9:00 a.m. - 12:00 Noon | Agenda Matters |
| 12:00 Noon - 2:00 p.m. | Recess |
| 2:00 p.m. - Until Adjournment | Agenda Matters |
| After Adjournment | Closed Session (if needed) |

(b) The order of business of the regular meeting held on Tuesday shall be:

- Invocation
- Pledge of Allegiance
- Presentation of Proclamations
- Public Communication, pursuant to Rule 4 (h)
- Agenda review at call of the Chairperson to identify those items on agenda which a Member of the Board or of the public requests the opportunity to discuss.
- Approval at the call of the Chairperson of those items for which there is no request for discussion. Approval for such items shall be the recommendation of the Chief Administrative Officer, or, in the event the item has been filed by a Member of the Board, the recommendation of the Member of the Board.

- Discussion of items that the public has requested an opportunity to discuss shall be taken in sequential order followed by discussion of all other items to be discussed taken in sequential order; provided, however, the Chairperson may take items out of sequential order for the purpose of accommodating the public or expediting the conduct of the meeting.

The Chairperson may alter or deviate from this schedule.

(c) The agenda of Special Districts will be considered during the week of the month indicated below:

| | |
|---|---|
| Air Pollution Control Board of the San Diego County Air Pollution Control District | - First and Third Tuesday meeting of month at 2:00 p.m. preceding Board of Supervisors discussion items. |
| Redevelopment Agency of the County of San Diego | - First Tuesday meeting of month at 9:00 a.m. |
| County of San Diego Industrial Development Agency | - First Tuesday meeting of month at 9:00 a.m. |
| Housing Authority of the County of San Diego | - First Wednesday meeting of month at 9:00 a.m. preceding Land Use meeting. |
| San Diego County Flood Control District | - Second Tuesday meeting of month at 9:00 a.m. |
| Sanitation Districts | - Second Tuesday meeting of month at 9:00 a.m. |

Except as otherwise indicated in this subdivision, in the event any item on the agenda of one of the above listed agencies is to be discussed, the Chairperson shall announce the time the item will be discussed.

With usual notice to the public by posting and making copies available, agendas for Special Districts may be considered on other Tuesdays if there are urgent items or items related to other agenda to be considered by the Board in its other governing body capacities. The Clerk shall give appropriate notice and call for any such special meeting of a Special District.

(d) The schedule of business for the Land Use agenda meeting shall be:

| | |
|---|---|
| 9:00 a.m. - 12:00 Noon | Land Use Agenda |
| 12:00 Noon - 2:00 p.m. | Recess |
| 2:00 p.m. - Until Adjournment | Land Use Agenda |
| After Adjournment | Closed Session (if needed) |

(e) The order of business of the regular Land Use meeting shall be:

- Public Communication, pursuant to Rule 4(h)

- Agenda review at the call of Chairperson to identify those items on the agenda on which a member of the Board or of the public requests the opportunity to discuss.

- At the call of the Chairperson of those items for which there is no request for discussion, approval shall be in accordance with the recommendation of the Chief Administrative Officer, Planning Commission, or Planning and Environmental Review Board. In the event the item has been filed by a Member of the Board, approval shall be in accordance with the recommendations of the Member of the Board.

- Discussion of items shall be taken in sequential order; provided, however, the Chairperson may take items out of sequential order for the purpose of accommodating the public or expediting the conduct of the meeting.

The Chairperson may alter or deviate from this schedule.

Rule 4. PUBLIC PARTICIPATION IN MEETINGS OF THE BOARD OF SUPERVISORS

(a) The general policy of the Board is to permit public participation on agenda items. No person shall address the Board without the permission of the Chairperson. The Chairperson may, in those hearings not required by law, decline to permit any person to address the Board on any agenda item or limit the time for presentation and the number of persons who may address the Board on any agenda item. The general policy of the Board regarding public participation is as follows: 2 minutes per person; the Chairperson may set a limit for organized group presentations of three or more persons, and may set limits for each side when many persons request to speak on an agenda item. The Chairperson shall have discretion in setting time limits.

(b) Any person wishing to make a presentation to the Board on an agenda item must file with the Clerk a written Request to Speak form prior to the scheduled opening time of the meeting or prior to the time that the item is called for discussion if the item has not been adopted without discussion. No Request to Speak form shall be filled out by a person who is not going to address the Board. No person may yield speaking time to another person. Any person who does not wish to speak to the Board but wishes to have the record reflect a position in favor or in opposition to an agenda item may do so by signing the appropriate form available from staff at the counter in the Board Chamber. If an agenda item is set for a specific time, a written Request to Speak form must be filed at least 5 minutes prior to that specified time. Permission to make a presentation to the Board may not be allowed if a person files a Request to Speak form after the time deadlines established in this subsection.

(c) Before permitting a member of the public to address the Board, other than at a hearing required by law, the Chairperson shall allow Members to object. If a majority of the Members present object, the Chairperson may not permit the person to address the Board.

(d) Permission for a person to address the Board may be withdrawn at any time by the Chairperson.

(e) In the event that any meeting of the Board is willfully interrupted or disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible, the Chairperson may recess the meeting or order the person, group or groups of persons willfully interrupting the meeting to leave the meeting or be removed from the meeting.

(f) Placards, banners, signs, flags, or other large objects designed to interrupt or disrupt the orderly conduct of the meeting are not permitted in the Chambers.

(g) In the event that any meeting is willfully interrupted or disrupted by a person or by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of the person or persons willfully interrupting or disrupting the meeting, the Chairperson may recess the meeting or order the meeting room cleared and continue in session. Only matters appearing on the posted agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend or remain in the meeting.

(h) As required by the Ralph M. Brown Act, at each regular meeting there will be a total of five (5) minutes scheduled for members of the public to address the Board, each speaker to be allowed no more than one minute, on any subject matter within the jurisdiction of the Board and which is not an item on the agenda for that meeting or litigation which is pending against the County of San Diego or its officers or employees. Each speaker must file with the Clerk a written Public Communication Request to Speak form at least 10 minutes prior to the scheduled opening time of the meeting. Any person filing a Public Communication Request to Speak form after the time deadline established by this subsection shall not be allowed to make a presentation to the Board. All issues raised by a speaker will be automatically referred to the Chief Administrative Officer. No other action may be taken by the Board at this time.

Rule 5. NOMINATION AND SELECTION OF CHAIRPERSON, VICE CHAIRPERSON AND CHAIRPERSON PRO TEM OF THE BOARD OF SUPERVISORS AND STATE OF THE COUNTY ADDRESS

(a) The officers of the Board are the Chairperson, the Vice Chairperson and the Chairperson Pro Tem. The nominations for and selection of Chairperson, Vice Chairperson and Chairperson Pro Tem for the ensuing year shall be accomplished by the Board within 30 days of the first regularly scheduled meeting in January. No nominations or selections shall be accomplished until after any newly elected Supervisors have taken office.

(b) The method of nomination and selection of Chairperson, Vice Chairperson and Chairperson Pro Tem will be at the discretion of the Board.

(c) The Chairperson, Vice Chairperson and Chairperson Pro Tem shall be selected for a period of one year, or until such time as a successor has been selected by the Board pursuant to these Rules. In the event of a vacancy, the Board shall fill the vacancy within 30 days from the date of such vacancy.

(d) During the absence of the Chairperson, the Vice Chairperson shall preside. In the event that both the Chairperson and Vice Chairperson are absent, the Chairperson Pro Tem will preside.

(e) In the event that the office of Chairperson, Vice Chairperson, or Chairperson Pro Tem becomes vacant, the Board, within 30 days from the date of such vacancy, will select one of its Members to fill that office.

(f) The State of the County Address by the Chairperson shall be scheduled for a date, time, and place at the discretion of the Chairperson giving the address.

Rule 6. MOTIONS DURING MEETINGS OF THE BOARD OF SUPERVISORS

(a) Action of the Board shall be taken by motion. Any action of the Board may be proposed by the motion of any Member. Such a motion, if seconded by any Member, shall be on the floor and must be considered. If a motion is not seconded, the motion fails for lack of a second, and shall be so declared by the Chairperson.

(b) The Chairperson shall recognize Members of the Board who desire to obtain the floor to speak in the order that their district number appears on the electronic Board Member request to speak system. Once the Chairperson has recognized the right of a Member to speak, the Chairperson shall protect the speaker from disturbance or interference. The Chairperson, when the interest of the Board requires, may permit a Member to be interrupted.

(c) A motion on the floor may be amended by motion at any time before adoption or rejection. If the motion to amend fails, the original motion will be voted upon. If the motion to amend passes, the amendment is adopted and, thereafter, the original motion, as amended, will be voted upon.

(d) A motion may be withdrawn by its maker at any time before adoption or rejection, with the consent of the second. Absent the consent of the second, the motion shall remain on the floor. The second to a motion may be withdrawn by the second at any time before adoption or rejection of the motion. Upon withdrawal of the second, the motion will be lost for lack of a second and so declared by the Chairperson unless seconded by another Member.

(e) After a motion has been seconded, any Member may discuss the subject of the motion. When no Member wishes to discuss the motion further, the Chairperson shall call for a vote on the motion. At any time after a motion has been seconded, any Member who has the floor may call for the question. The Chairperson may call for the vote if it appears that further discussion will be repetitious or that a majority of the Members present concur in the call.

(f) At any time after a motion has been seconded, any Member may move to table the motion. If the motion to table is seconded, the Chairperson shall forthwith call for a vote on such motion. A motion to table an item is nondebatable and no further discussion or debate shall be permitted on either the original motion or the motion to table. If the motion to table does not pass, consideration of the original motion will continue. If the motion to table does pass, the original motion will remain on the floor but may not again be considered at that meeting unless a motion to remove the

original motion from the table is passed. The original motion may then be considered and voted upon at the next regular meeting of the Board unless again tabled. If not considered at such meeting, it will be deemed lost. For the purposes of this subsection, an adjourned meeting shall be considered a separate meeting.

(g) A motion to reconsider the vote on an agenda item may be made at the meeting at which the item was acted upon, or any adjourned session of the same meeting. The motion may be made only by a member who voted on the prevailing side of the agenda item sought to be reconsidered. No question can be twice reconsidered unless it was amended after its first reconsideration. The provisions of this subsection shall apply also to any motion/request to reconsider an item previously acted upon by the board where by law a motion/request to reconsider may be brought at a meeting or time other than the meeting, or adjourned session thereof, where the agenda item sought to be reconsidered was acted upon.

Rule 7. RETENTION OF EXHIBITS AND DOCUMENTARY MATERIAL RECEIVED IN HEARINGS BEFORE THE BOARD OF SUPERVISORS

(a) Hearings required by law - In hearings required by law (such as hearings on Planning and Zoning matters on applications for variances, special use permits, reclassification of zones, and amendments to General Plan for which a hearing is required by statute or ordinance) the following rules shall apply:

(1) Subject to the conditions stated below, in (3) and (4) of this subsection, all exhibits, including documentary materials such as photographs, drawings, maps, plats, letters, petitions and other physical evidence received by the Board at hearings shall be retained by the Clerk as part of the record of the hearings. To the extent possible, the Clerk may furnish copies of such material to persons requesting them upon payment of the fee prescribed by the San Diego County Administrative Code for copies of public records.

(2) All exhibits received by the Board will be marked for purposes of identification. Exhibits filed with the Board by County staff personnel will be marked by numbers in the order received: numbers 1, 2, 3, etc. Exhibits filed with the Board by persons other than County staff personnel will be marked by letters in the order received: A, B, C, etc. References to exhibits filed with the Board will be by the numbered or lettered designations assigned to them.

(3) Exhibits filed with the Board may be released by the Clerk under the following conditions:

(a) At the conclusion of a hearing where the Board has authorized the release of exhibits to the parties who submitted them.

(b) At the conclusion of a hearing or during a continuance of a hearing, if for good cause the Board has authorized a person other than the Clerk to retain custody of the exhibits, such person shall assume responsibility for custody and preservation of the exhibits and shall keep and maintain the exhibits for further proceedings or until otherwise directed by the Board.

(4) The Clerk will not be required to retain permanent exhibits, such as aerial photographs, used by County departments in the conduct of their regular activities. Such exhibits will be identified for the record and their specific use and purpose noted in the record by the Clerk.

(b) Hearings not required by law - In consideration of matters where hearings are not required or specifically provided for by law, such as discussion of routine Board agenda items, and in Board conferences, the following rules shall apply:

(1) Documentary materials such as photographs, drawings, maps, plats, letters, petitions and other documentary or physical materials received by the Board from any person may be returned by the Clerk to such person at the conclusion of the hearing unless (i) an objection is raised by an interested person and the Board determines that the return of such evidence would prejudice the rights of the objector, or (ii) the Clerk determines that the retention of such materials is necessary for the preservation of the record of the meeting. To the extent possible, the Clerk may furnish copies of materials retained by the Clerk to persons requesting them upon payment of the fee prescribed by the San Diego County Administrative Code for copies of public records.

Rule 8. CONFERENCES OF THE BOARD OF SUPERVISORS

(a) Conferences of the Board may be scheduled by the Chairperson to be held at any regular or special meeting. The agenda for any conference shall be approved by the Chairperson.

(b) Conferences shall be for the purpose of providing the Board information submitted by County staff or by those of the public invited by the Board or County staff to address the Board at such conference.

(c) The Board shall take action as a result of any conference only at Board meetings at which the public is permitted to address the Board on the subject; provided, however, that directions to County staff or statements of position on matters directly related to intergovernmental affairs, including proposed or pending legislation, ballot propositions and such other advisory matters directly related to the County's intergovernmental relationship with other government entities, may be provided at conferences on such subjects.

(d) The Clerk shall take minutes at conferences and include reference to the subjects of conferences in the published extracts of the minutes.

Rule 9. OVERRULING THE CHAIRPERSON OF THE BOARD OF SUPERVISORS

A decision of the Chairperson with respect to the interpretation, applicability or enforcement of these Rules may be overruled by a majority vote of the Members present.

Rule 10. CEREMONIAL FUNCTIONS AND PROCLAMATIONS

The Chairperson is authorized to represent the County at ceremonial functions, proclamation ceremonies, and other similar events when the Board has not otherwise designated one of its Members to represent the County. The Chairperson shall coordinate the representation of the County by other Members at such events.

Rule 11. SUSPENSION OF RULES OF PROCEDURE

Any rule of the Board may be suspended temporarily. The temporary suspension shall apply only to the matter under immediate consideration and, in no case, shall it extend beyond an adjournment.

Rule 12. AMENDMENT OF RULES OF PROCEDURE

No rule of the Board shall be adopted or amended except by resolution adopted by the Board.

Rule 13. POLICIES TO IMPLEMENT RULES OF PROCEDURE

The Board may adopt policies to implement provisions of these Rules.

Rule 14. PARLIAMENTARY PROCEDURE

These Rules shall govern the proceedings of the Board. In all situations not covered by these Rules or any provision of law, the authority shall be Robert's Rules of Order, Newly Revised.

Rules of Procedure adopted by the Board of Supervisors October 27, 1979, No. 69.

Amended (Section 1) December 19, 1970, No. 84.
Amended (Section 10) October 26, 1971, No. 62.
Amended (Section 1) August 21, 1973, No. 70, effective September 20, 1973.
Amended by adopting Roberts Rules of Order, Revised, as supplement to Rules of Procedure, March 22, 1974, No. 11.
Amended (Sections 2, 10 and 11 and added Section 14) March 18, 1975, No. 3.
Amended (Added, deleted and/or reorganized or renumbered complete Rules of Procedure) April 29, 1975, No. 72.
Amended (Section 2) July 15, 1975, No. 57, effective July 30, 1975.
Amended (Added Section 10.5) August 26, 1975, No. 7.
Amended (Section 2) September 2, 1975, No. 5.
Amended (Section 7 and eliminated Section 6) October 1, 1975, No. 15.
Amended (Section 1) October 1, 1975, No. 20.
Amended (Section 1) November 4, 1975, No. 95.
Amended (Section 15) January 20, 1976, No. 52.
Amended (Section 15) February 10, 1976, No. 73.
Amended (Section 13) June 15, 1976, No. 18, effective November 25, 1976.
Amended (Section 15) October 5, 1976, No. 108.
Amended (Section 2) October 19, 1976, No. 59, effective November 25, 1976.
Repealed (Section 17) December 7, 1976, No. 10, effective January 7, 1977.
Added (Section 17) February 1, 1977, No. 26.
Amended (Sections 1, 2 and 12) May 3, 1977, No. 39.
Amended (Section 15) September 27, 1977, No. 45.
Amended (Sections 2 and 20) January 31, 1978, No. 59.
Amended (Section 15) March 21, 1978, No. 164.
Amended (Sections 2 and 17) April 25, 1978, No. 8.
Amended (Section 13) August 8, 1978, No. 3.
Amended (Sections 1, 2, 12 and 17) March 6, 1979, No. 6.
Amended (Sections 2 and 12) May 15, 1979, No. 10.
Amended (Section 15) August 21, 1979, No. 45.
Amended (Section 2) November 13, 1979, No. 14, effective January 7, 1980.
Amended (Section 15) March 11, 1980, No. 9.
Amended (Section 15) July 15, 1980, No. 10.
Amended (Section 2) March 15, 1983, No. 5, effective April 21, 1983.
Amended (Section 1) July 3, 1984, No. 10.
Amended (Section 2) January 28, 1986, No. 88.
Amended (Added, deleted, reorganized, and renumbered complete Rules of Procedure) April 22, 1986, No. 3.
Amended (Section 5(f)) September 17, 1986, effective October 24, 1986.

Amended (various rules) April 7, 1987, No. 25.
Amended (various rules) March 8, 1988, No. 7A.
Amended (Added, deleted, reorganized, and renumbered complete Rules of Procedure) March 14, 1989, No. 40.
Amended (Rules 1 and 2) July 18, 1989, No. 73.
Amended (various rules) April 24, 1990, No. 20.
Amended (various rules) January 9, 1991, No. 22.
Amended (Rules 1, 2, 3 and 4) February 4, 1992, No. 30.
Amended (Rule 2; (h), deleted (i), renumbered (j), (k) and (l)), July 1, 1992, No. 7, effective July 31, 1992.