

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

414



FROM: County Counsel

SUBMITTAL DATE:
February 1, 2007

SUBJECT: Board Policy A-2

RECOMMENDED MOTION: Amend Board Policy A-2 under Section 10.4.b. to read as follows:
"Organized presentations shall be allowed under Section 1 above and be limited to 9 minutes".

BACKGROUND: In order to provide for orderly, efficient proceedings by the Board of Supervisors, it has been determined that nine minutes is sufficient time for an organized presentation on any matter on the Board agenda. The organizer of the presentation shall be allotted his/her three minutes and that of any two individuals in the audience choosing to relinquish their three minutes to such individual.

Departmental Concurrence

Joe S. Rank

Joe S. Rank, County Counsel

FINANCIAL DATA	Current F.Y. Total Cost:	\$ -0-	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ -0-	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ -0-	For Fiscal Year:	N/A
SOURCE OF FUNDS: N/A				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION: **APPROVE**

County Executive Office Signature

Steve Spawrd

- Dep't Recomm.: Consent Policy
- Per Exec. Ofc.: Consent Policy

Prev. Agn. Ref.:

District:

Agenda Number:

3.29

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

Subject:

Policy
Number Page

BOARD OF SUPERVISORS' MEETINGS

A-2 1 of 4

Policy:

1. The Board of Supervisors of the County of Riverside, State of California, shall hold regular meetings at the County Administrative Center, 4080 Lemon Street, Riverside, California as follows:
 - (a) At 9:00 a.m. on Tuesday of each week, except as specified in paragraph 1(c) of this policy.
 - (b) At 8:30 a.m. on the third Monday of each month, except when said Monday is a legal holiday, said regular meeting shall not be held. Unless otherwise provided in the agenda, closed session matters shall be conducted from 8:30 a.m. to 9:30 a.m., and the public agenda shall commence at 9:30 a.m.
 - (c) Effective October 1, 1999, Board meetings will not be held on Tuesdays which would immediately follow Monday holidays. The Board retains the option of holding a Tuesday meeting following holiday weekends should such a meeting be required to conduct County business.
 2. Any regular meeting of the Board may be dispensed with by order of the Board made at any preceding regular meeting.
 3. The Board may adjourn any regular meeting to a day and time certain, which may be either before or after the date of the next meeting of said Board.
 4. Robert's Rule of Order may be used as a general guide for the conduct of the Board's meetings.
 5. The reading of the minutes of previous Board meetings by the Clerk of the Board is not required.
 6. Board members shall use their "recognition lights" as an indication to the Chairman that they desire to speak.
 7. The Board may, on passage of a motion, take any matters set for hearing out of order as listed on the printed agenda.
 8. The Clerk is to include the total acreage, number of lots, and zoning when listing tentative land division maps on the agenda.
 9. The Chairman of the Board is responsible for the organization of Board agenda items and is to work with the Clerk of the Board in the preparation of the agenda.
- 10. Oral Communications From the Public:**
1. Any member of the public desiring to speak to the Board on an Agenda Item prior to a vote of the Board on such item shall file with the Clerk of the Board, on a form provided by the Clerk, a request to speak on the item.

Subject:

BOARD OF SUPERVISORS' MEETINGS (Cont'd.)

2. During the time designated on the printed Board Agenda for oral communications from the audience, members of the public may address the Board on items of interest to the public that are within the jurisdiction of the Board.
3. Members of the public desiring to address the Board shall fill out and file a form provided by the Clerk of the Board.
4. The time limits allowed to persons to address the Board under Sections 1 and 2 above shall be limited as follows:
 - a. Individual speakers are limited to a maximum of 3 minutes for their presentation.
 - b. Organized presentations shall be allowed under Section 1 above and be limited to 9 minutes.
 - c. At the sole discretion of the Board, the above time limits may be varied.
11. If the Board is unable to make a decision on any matter when first presented to the Board because of an abstention vote, consideration of the matter shall be adjourned until the next regular meeting of the Board. If at the next meeting the Board is again unable to make a decision because of an abstention vote, such vote shall then be counted as an affirmative vote. An abstention vote shall be counted, as an affirmative vote at the time the matter is first presented to the Board if the matter presented is any of the following:
 - A. An urgency ordinance for the immediate preservation of the public peace, health, or safety as provided in Government Code Section 25123(d).
 - B. Proclamation of a local emergency pursuant to Government Code Section 8630.
 - C. Any matter requiring a vote at an emergency meeting held pursuant to Government Code Section 54956.5.
 - D. Any matter which may not, pursuant to state or federal law, be continued to a future board meeting.
12. A vote to abstain is not appropriate when a Board member has a conflict of interest pursuant to the Political Reform Act (Govt. Section 87100 et seq.). A Board member with a conflict of interest may not be counted as part of a quorum and may not make or participate in making a governmental decision as provided in the Political Reform Act.

Formatted: Tabs: 0.83", Left
Deleted: 15
Formatted: Indent: Left: 0.33", Hanging: 0.5", Tabs: 0.83", Left
Deleted: with more than one speaker will
Formatted: Tabs: 0.83", Left

Subject:

Policy
Number Page

BOARD OF SUPERVISORS' MEETINGS (Cont'd.)

A-2 3 of 4

13. Rule of Conduct for Public Sessions of the Board of Supervisors:
At the conclusion of each closed session agenda, the County Counsel shall publicly indicate with respect to each agenda item whether reportable action was taken and, if so, the nature and extent of such action.

Purpose:

In order to assure that business is conducted in an orderly fashion and that all have an equal opportunity to see and hear the proceedings, the following rules of conduct shall apply to all meetings held within the Board Room of the Riverside County Board of Supervisors.

BOARD ROOM RULES OF ORDER

Signs.

Signs, placards or posters, if brought into the hearing chamber, shall not be located or handled in a manner which prevents any member of the audience from observing or participating in the hearing, or in any way disrupts the hearing process.

Seating.

Unless addressing the Board or entering or leaving the Board Room, all persons in the audience shall remain sitting in the seats provided. No person shall stand or sit in the aisles or along the walls nor shall the doorways be blocked.

Disruptions.

All demonstrations, including cheering, yelling, whistling, hand clapping and foot stamping are prohibited.

Smoking, Eating or Drinking.

Smoking, eating or drinking is prohibited in the Board Room.

REQUESTS TO ADDRESS BOARD ON AGENDA ITEM.

A person may request to be heard on an agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

ADDRESSING THE BOARD.

No persons shall address the Board until he/she has first been recognized by the Chairman. The decision of the Chairman to recognize or not recognize a person may be changed by order of the Board. All persons addressing the Board shall give their name for the purpose of the record. The Chairman may, in the interest of facilitating the business of the Board, limit the amount of time which a person may use in addressing the Board. Speakers are prohibited from using coarse, crude, profane or vulgar language in speaking to the Board and are prohibited from making personal attacks on Board members or staff.

Subject:

Policy
Number Page

BOARD OF SUPERVISORS' MEETINGS (Cont'd.)

A-2 4 of 4

REMOVAL FROM THE BOARD ROOM.

The Chairman shall order removed from the Board Room any person who commits the following acts in respect to a regular or special meeting of the Board of Supervisors:

- a) Disorderly, contemptuous or insolent behavior toward the Board or any member thereof, which disrupts the orderly course of said meeting;
- b) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting;
- c) Disobedience of any lawful order of the Chairman, which shall include an order to be seated or to refrain from addressing the Board; and
- d) Any other unlawful interference with the due and orderly course of said meeting.

Any person so removed shall be excluded from further attendance at the meeting from which he or she has been removed unless permission to attend be granted upon motion adopted by a majority vote of the Board.

PUBLIC COMMENT - NON-AGENDA ITEMS.

Notwithstanding any other provision of these rules, members of the public shall have the right to address the Board during the oral communication portion of the agenda on items of interest which are within the subject matter jurisdiction of the Board. A person may make a presentation on a non-agenda item, but shall not exceed three minutes in length. Organized presentations with more than one speaker will be limited to 15 minutes. At the sole discretion of the Board, the above-mentioned time limits may be varied.

Reference:

County Ordinance No. 531
Minute Order dated 3/27/62
Minute Order dated 6/7/72
Minute Order dated 2/20/73
County Ord. 531.2
Minute Order dated 5/6/75
Minute Order 11.0a dated 12/15/86
Minute Order 3.5 dated 8/11/92
Minute Order 3.33 dated 4/13/93
Minute Order 3.14a-b dated 4/20/93

Minute Order 3.40 dated 6/4/96
Minute Order 3.10 dated 10/22/96
Minute Order 3.5 dated 07/27/99
Minute Order 3.25 dated 4/25/00