

BOS Agenda – Basic Information | 2011

El Dorado County – Clerk of the Board of Supervisors

Approval Process: This is the process through which all Board agenda items are approved by the necessary people within the department, the department's analyst and the Chief Administrative Officer. No item can be placed on the agenda without going through an approval process. It is also important to understand that this process is separate from the Agenda process. During this process items are formed in the department, put into Legistar, and run through a set approval process within Legistar. The item going to the Board should be provided with complete and accurate backup material. All items should be reviewed to assure that they can stand on their own in the public record. Years from now when a member of the public is researching the Clerk's records, the issue should be self explanatory and complete. It is very important to note if an item has been in front of the Board at a prior date. This helps the Supervisors and the public to be able to follow the history of the item.

Agenda Process: This is the process where the complete and approved items are submitted to the Clerk of the Board for placement on an agenda. In order for the agenda to be finalized, printed and given to the Board members, the agenda items need to be docketed in the Clerk of the Board's office 12 days prior to the meeting.

Time Frame of the Agenda Process

Day 12, Thursday: Review docketed files

Day 11, Friday: Review files and update Legistar item

Day 8, Monday: Draft Agenda for agenda review

Day 7, Tuesday: Final adjustments to the agenda wording

Day 6, Wednesday: Add any items continued from Tuesday and go to print after lunch

Day 5, Thursday: Distribute the agenda packets to the Board by 10:00 a.m.

Board Packets: Board packets are to be distributed on Thursday morning 5 days prior to the meeting with all of the backup documentation for the files with the exception of contracts and agreements which will be available upon request or on the internet.

Late Documents: Any documents which are submitted to the Clerk of the Board after the board packets have been distributed will be stamped "late distribution". These documents are verified by the Clerk of the Board, distributed to the Board, and attached to the Legistar file.

Addendum Items: (Brown Act) Items that are time sensitive and did not make it in through the regular submittal process. Items for the Addendum are to be approved through the CAO and/or Chair. These items will be added to the Agenda within the 72 hours required by the Brown Act.

Non-Agenda "New Business" Items: Under the following 3 situations items may be placed on an agenda within 72 hours of the meeting:

1) Matter constitutes an emergency pursuant to section 54956.5. (§ 54954.2(b)(1).) (This needs a majority Vote to be placed on the agenda),

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2) Matter needs immediate action which cannot reasonably wait for the next regularly scheduled meeting. (§ 54954.2(b)(2).) However, the Act specifies that in order to take advantage of this agenda exception, the need for immediate action must have come to the attention of the local “agency” after the agenda had already been posted. (§ 54954.2(b)(2).) (This needs a majority vote to approves that it meets the regulations and to place it on the agenda.) &

3) Where an item has been posted on an agenda for a prior meeting, the item may be continued to a subsequent meeting that is held within five days of the meeting for which the item was properly posted (§ 54954.2(b)(3).

Meeting Day: Items received on the day of the meeting, will be distributed to the Board depending on the time frame.

Follow-up Process:

The Clerk of the Board begins processing the files as soon as the Board approves them. All files which need signature will be submitted to the Board Chair for signature. Once they are signed, the documents are processed as required.

Board Records: The complete files are maintained by the Clerk of the Board.