

From: [gina.posey](#)
To: [BOS-District I](#); [BOS-District IV](#); [BOS-District II](#); [BOS-District V](#); [BOS-District III](#); [BOS-Clerk of the Board](#)
Subject: Comment for agenda item: 25-0795
Date: Wednesday, September 24, 2025 11:04:39 PM
Attachments: [Placer County Board of Supervisor Handbook.pdf](#)

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Clerk of the Board,
Please attach this document to the Board item.
This is the current supervisor handbook from Placer County for reference. As part of the discussion to update the EDC handbook, the attached has useful information for consideration. There are a number of areas worthy of being added to increase transparency and accountability.
Thanks
Gina

Before the Board of Supervisors County of Placer, State of California

In the matter of: Adoption of the "Placer County Board of Supervisors' Governance Manual and Rules of Procedure" and Rescission of the "Placer County Board of Supervisors' Procedures"

Resolution No.: 2023-002

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a Regular Meeting held January 10, 2023, by the following vote:

Ayes: GORE, LANDON, JONES, GUSTAFSON, HOLMES

Noes:

Absent:

Signed and approved by me after its passage.


Chair, Board of Supervisors

Attest:


Clerk of said Board

WHEREAS, the Placer County ("County") Board of Supervisors ("Board") recognizes that effective and consistent governance principles form a cornerstone of excellence in leadership; and

WHEREAS, the Board also recognizes that established rules of procedure enable the Board Chair and members to effectively legislate during public hearings; and

WHEREAS, the Board is committed to governing as a team in an accessible and transparent manner and to being accountable to each other in representing and governing on behalf of the citizens of the County; and

WHEREAS, in furtherance thereof, the Board held a series of public workshops in 2022 to

identify and discuss governance principles and policies; and

WHEREAS, during those workshops, the Board also reviewed the adopted "Placer County Board of Supervisors' Procedures" and decided to develop one governance and procedures manual that could serve to guide this Board and future Boards in leadership and

WHEREAS, the workshops culminated in the final session held on December 5, 2022, during which the Board reviewed the final draft version of the document;

WHEREAS, the Board directed staff to finalize the document and place it on one of its public meeting agendas in January 2023; and

WHEREAS, during its January 10, 2023, meeting the Board considered the final version of the "Governance Manual and Rules of Procedure" document and invited public comments on the same; and

WHEREAS, the Board now wishes to adopt the same, recognizing this will be a living document that this Board and future Boards will review and update as necessary in the years to come.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Placer, State of California, to adopt the "Governance Manual and Rules of Procedure", attached hereto as Attachment A.

BE IT FURTHER RESOLVED, that the "Placer County Board of Supervisors' Procedures" is hereby rescinded in its entirety.

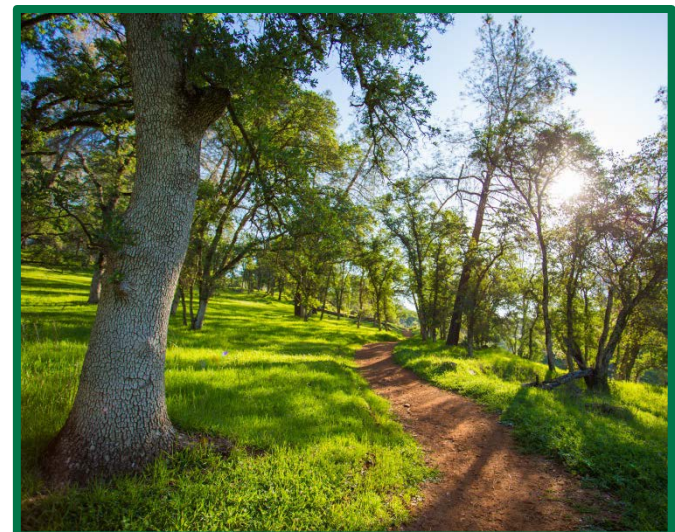
BE IT FURTHER RESOLVED, this Resolution shall take effect immediately upon adoption.

Attachment 1: "Placer County Board of Supervisors Governance Manual and Rules of Procedure"



PLACER COUNTY BOARD OF SUPERVISORS GOVERNANCE MANUAL AND RULES OF PROCEDURE

Adopted: January 10, 2023



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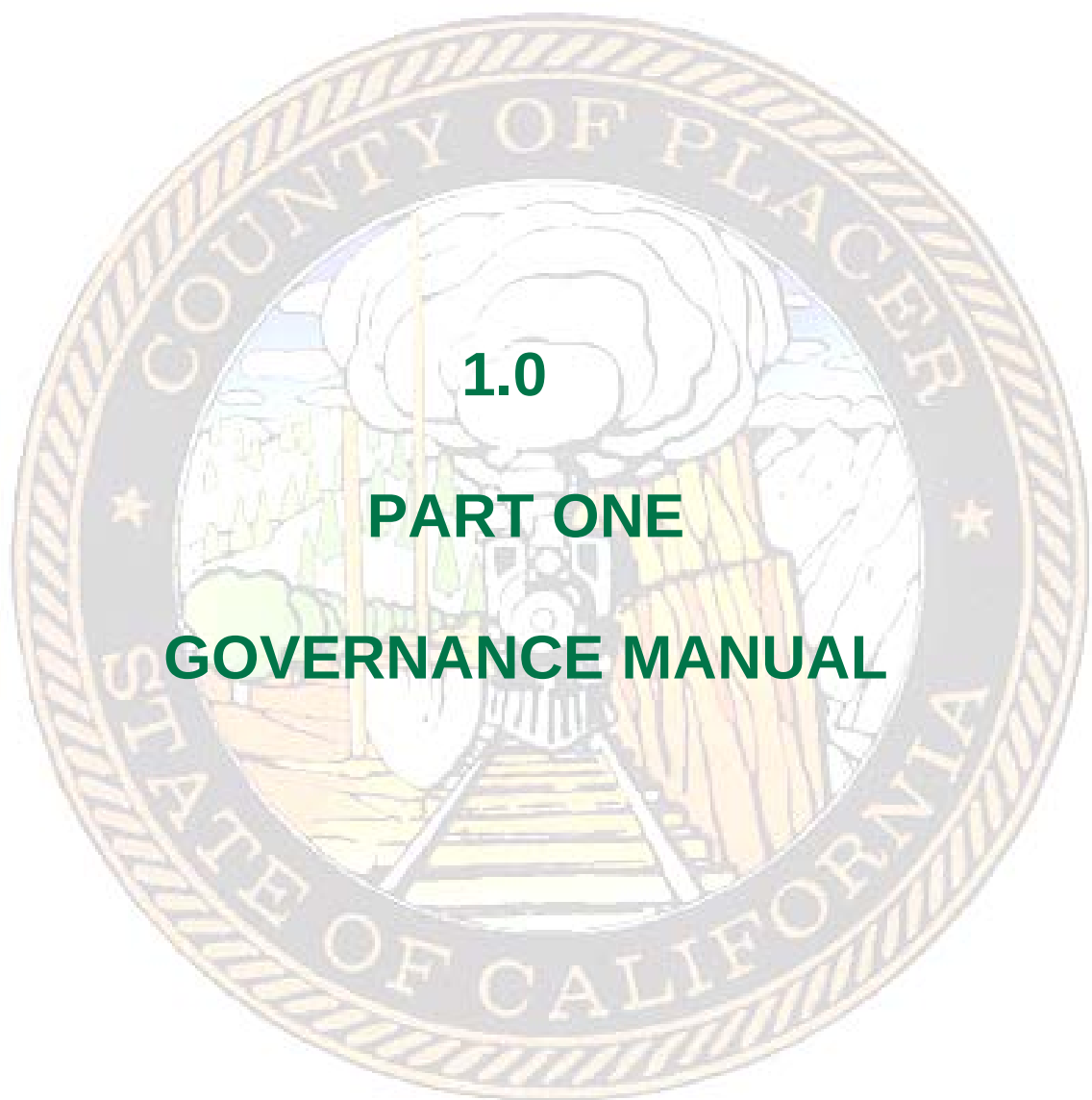
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1.0

PART ONE

GOVERNANCE MANUAL

1.1 About the Board of Supervisors Governance Manual

This document provides clarity and guidance concerning the roles, responsibilities, and policy obligations of members of the Placer County Board of Supervisors. This document is an updated version of the Board of Supervisors Procedures (approved 6/18/2013).

This Governance Manual is a living document that will be regularly reviewed and revised by the Board in regular governance discussions, which can be requested by any member.

The Governance Manual serves as a summary of more detailed information and laws about board governance contained in State law, the County Charter and County Code. This document supports ongoing discussions that occur with the governance team on regularly and is organized as follows:

- **Part One** outlines the guiding governance principles for the Manual;
- **Part Two** presents the Board's adopted Rules of Procedure, as per Government Code Section 25003; and
- **Part Three** serves as the Appendices, including other supporting documents referenced throughout the Manual:
 - **Appendix 1** is a listing of Supervisors who have served Placer County since its inception in 1886. These supervisors have helped develop the governance standards and practices included in this document; and
 - **Appendix 2** consists of [Excerpts from Robert's Rules of Order – Motions](#).

These identified practices, when followed help sustain positive board relationships and sound governance practices and procedures.

1.2 What is Governance?

Governance is realizing the needs and desires of our Placer County Community by enacting clear policies to direct the County organization. Supervisors set direction

related to policy, budget and finance, human resources, collective bargaining, facilities and advocacy. They work cooperatively with their County Executive and team who carry out that policy and translate it into action. The Board and County Executive Officer must value and maintain productive working relationships based on trust and open communication. This can only occur when each party shares relevant information and seeks to fully understand the issues and concerns presented.

Board members are always stewards of the entire County. Placer County is a regional government that provides countywide services to all residents, municipal services to residents in the unincorporated areas, and State and Federal services as a political subdivision of the State. The integrity of Placer County is dependent upon the responsible and professional way each Board member, and the Board collectively, fulfills governance roles and responsibilities. The conduct of Board members sends an important message to employees and the public on the appropriate conduct of County business.

Working as a group, Placer County Board members and the County Executive Officer leverage the efforts of the professional staff by:

- Setting direction for the organization reflective of the community's wishes;
- Creating a supportive framework for action in the Placer County organization.
- Holding the organization accountable through establishment of clear policy reached through consensus which results in mutually agreed upon goals;
- Providing support to staff through behaviors and actions; and
- Demonstrating community leadership on behalf of residents.

When done effectively, governance fosters a climate for service excellence.

The Board establishes the following principals:

- Conducting a governance self-evaluation annually demonstrates accountability to the community and the interest of the governance team to strengthen and improve governance practices.

- Board Governance sessions are an opportunity to discuss Board effectiveness and measure adherence to adopted protocols. Year-end or more regularly discussion sessions are utilized for this purpose.
- Following the annual evaluation, the Board may develop strategies for strengthening Board performance and shall establish priorities for the next year's evaluation.

The Placer County Board is committed to reviewing and, if necessary, revising this manual and its governance practices in future governance workshop sessions.

1.3 Effective Governance Competencies

Individual Board Members - There are three fundamental characteristics of effective County Supervisors and Board members:

1. Governance Mindset – Value the Policy-Level Responsibilities

An important characteristic of an effective Board is the development of a governance mindset. Knowing how to think about governance, and always applying that knowledge and understanding during Board operations, are essential traits of a Board member.

Effective Governance requires understanding the role and responsibilities of the governing board and the elected/appointed officials and how individual members can enhance their positive, value-added impact.

2. Focus and Preparation

Mindful Board members always maintain a strategic focus in their Board work. They understand that they are not on the Board to administer the County, but rather to govern it. They understand that governance requires a broad, systemic view of the County, and they approach all their Board responsibilities with a clear sense of focus on achieving the strategic outcomes they have set and how to effect policy change as a team rather than an individual. Mindful Board members are always prepared. They do their reading and lead on behalf of the community they serve. They are committed to making decisions based on quality information, evidence, and data.

3. Respectful and Collaborative Approach

Mindful Board members are always respectful of other members' opinions. They understand that how they govern is often more important than what they say or do. Working toward a common goal with other independently elected individuals in a collaborative setting requires patience, understanding, respect and most importantly, common courtesy. They model the civic behavior they expect the employees of the County to exhibit. They work through disagreements using tools of consensus decision making where they attempt to fully hear and understand the perspectives of others. They honor and support consensus-based decisions even if they are not successful in advancing their preferred action.

The Board of Supervisors - High performing Boards have four essential characteristics that are the building blocks of effective governance:

1. Maintaining a Unity of Purpose

Unity of Purpose is a common focus on overarching goals. The values and beliefs governance team members share in common about the organization and the residents they serve help them transcend their individual difference to fulfill a greater purpose.

2. Governing Within the Role as a Board

Effective teams value and respect their essential roles, reach mutual agreement on the roles of the Board and the County Executive Officer and strive to operate within them.

3. Creating a Positive Governance Culture

Culture is the tone created by the way people in an organization treat each other. Teams have unwritten (implicit) or written (explicit) agreements about how they will behave with each other and with others. These behavioral ground rules (norms) enable teams to build and maintain a positive culture or shift to a negative one.

4. Structuring the Work for Effective Governance

Effective teams discuss and agree on the formal structure and processes used by the Board and the County Executive Officer in their functioning as a team; how they operate and do business.

1.4 Roles and Responsibilities

One of the most important characteristics of an effective Board is its understanding and agreement on roles and responsibilities. Generally, governance is about setting policy by defining the “what” of the organization, and administration is focused on the “how” policy gets implemented. If the discussion is focused on long-term outcomes, it tends to be strategic; if it is about short-term objectives or incremental steps, it tends to be administrative.

Since the line between policy and administration can vary from topic to topic or issue to issue, it is essential that the County Executive Officer and the Board have a clear, mutually agreed upon understanding of how their roles and responsibilities will be defined.

Board Member General Roles and Responsibilities

This section provides a high-level summary of the role and primary responsibilities of Board members. A more detailed delineation of other key responsibilities and obligations can be found in Section 1.10, below.

Primary Responsibility – Strategy and Policy. Collectively set the strategic direction, short- and long-term vision and policy for the organization as representatives of the people which:

- Ensure fiscal sustainability;
- Identify countywide issues (and district issues with countywide impact) and puts strategies and coalitions in place to address them;
- Define and support the objectives of the Critical Success Factors; and
- Identify strategic priorities.

Once strategy and policy are developed and approved, staff are charged with tactical decisions to support strategic direction and are accountable for results.

1.5 Placer County Adopted Mission and Code of Ethics

1.5.1 Placer County Mission Statement

The Board is to act as the legislative arm of County government and provide responsive leadership, governance, effective oversight of County services and involve citizens and communities in processes that determine and enhance Placer County's future.

1.5.2 The Placer County Code of Ethics: (Adopted 11/23/10)

This Code of Ethics outlines the expectations for professional and courteous behavior, and requirements for high ethical standards in the workplace for all County officials, including the Board members, their District staff and County employees. Excerpts from the Code of Ethics are included below:

1.0 PROFESSIONAL AND COURTEOUS BEHAVIOR

Employees and officials should always set an example of appropriate and professional behavior both toward the County's customers and co-workers.

2.0 CONFIDENTIAL INFORMATION – DISCLOSURE PROHIBITED

Disclosure of confidential information by any county employee or official is prohibited. Employees and officials must respect and protect information that they have access to by virtue of their position and office. No employee or official shall be a party to illegal or improper activity associated with access to confidential information.

3.0 INCOMPATIBLE ACTIVITY

No employee or official shall engage in any business, or have a financial interest in a business, which is in conflict with the proper discharge of their official duties. Employees and officials are also subject to compliance with Government Code Sections 1090, 1126 and 87100.

4.0 GIFTS AND GRATUITIES

No employee or official shall accept any fee, compensation, gift, or payment of expenses which results in private gain in return for preferential treatment.

5.0 FAVORED TREATMENT

No employee or other official shall grant any special consideration, treatment or advantage to any person beyond that which is available to every other person in similar circumstance.

6.0 INFLUENCE DECISION

It is the duty of every employee and official to discourage any inappropriate contact or encroachment on one's official duties by others seeking to influence a decision.

7.0 UPHOLD LAWS

All employees and officials must uphold and adhere to all federal state and local laws, ordinances and regulations and never be a party to their evasion.

8.0 DILIGENT WORK AND EFFORT

All employees and officials shall conduct and perform duties and responsibilities diligently and promptly giving a full day's work for a full day's pay.

9.0 BE EFFICIENT AND ECONOMICAL

All employees and officials should, on a continuous basis, seek to find ways to do their jobs more efficiently and economically.

10.0 EXPOSE CORRUPTION

It is the duty of every employee and official to expose corruption wherever discovered.

11.0 PUBLIC OFFICE HELD AS PUBLIC TRUST

All employees and officials of the County shall uphold these principles, mindful that public office is a public trust, and that local government exists to serve the needs of all the citizens of the county.

12.0 PRIVATE USE OF GOVERNMENT RESOURCES PROHIBITED

Employees and officials are prohibited from using county owned equipment, materials, records and other informational resources, and any other property for their private or personal benefit.

13.0 HONESTY AND INTEGRITY IN PUBLIC DUTIES

Employees and officials shall dedicate themselves to the highest ideals of honor and integrity and conduct official duties in a professional and caring manner.

1.6 Board Governance Principles

1.6.1 The Placer County Board Will Strive to Govern as a Strategically Focused and Mission-Driven Team

- The Board will strive for a shared focus on consensus-based policy development and purpose and respect for one another
- Members will speak with one another in a relationship-building manner when disagreements occur, or one member is acting in a manner inconsistent with Board values
- The Board will consider and value the operational role of the County staff when developing strategy and allow the team to implement without interference
- Placer County will take a long-term view on strategy and performance, focusing on sustainable success

1.6.2 The Board Will Align Goals and Resources

- The Board will consider connection between achieving its goals and available resources and ensure staff are not asked to deliver without resources
- The County will ensure reserves and contingencies are maintained

1.6.3 Members of the Board Will Govern in a Transparent and Collaborative Manner with the Community, Staff and Within the Board

- Respecting the roles of elected and appointed staff, Department Heads and Board
- All Board members govern together as a team with a common focus and purpose
- Sharing information in a timely and transparent manner within the confines of the Brown Act
- Unified support for the County as a whole in addition to each Supervisor's District

1.6.4 Members of the Board Will Commit to Continuous Learning and Improvement

- Members will be prepared for matters as they come before the Board
- Members commit to on-going development of leadership skills and capacity to govern and continuous learning about County programs and services
- Board members represent the entire County interests when fulfilling committee and commission assignments

1.6.5 Board Members Will Be Accountable to Each Other for the Highest Standards of Board Performance and Effectiveness

- Support onboarding and orientation of new Board members
- Provide regular feedback based on identified protocols and practices
- Regularly assess the Board's effectiveness and adherence to adopted protocols

1.7 Board Adopted Critical Success Factors

The Board has adopted “Critical Success Factors” (CSFs) - guiding principles meant to shape future growth of the County. The CSFs which can be found on the County website are typically organized into primary focus areas identified by the Board through regular strategic workshops. These CSFs lay the foundation for continued progress towards the county vision and act as a guide for budget priorities. Each CSF has a set of strategic initiatives that will be used to measure progress along the way with a corresponding work plan to guide County. The Board reviews the CSFs and the corresponding initiatives on a regular basis. These are intended to be flexible and to be revised as needed to ensure the County is addressing the growth and needs of the County.

1.8 Board Composition, Leadership and Duties

California State law requires each county to have a Board of Supervisors consisting of five members delineated in this section. The Board of Supervisors is the governing body of Placer County and has five individually elected members.

The Board shall have all the jurisdiction and authority which or which may hereafter be granted by the Constitution and the laws of the State of California or by the Placer County Charter. (Placer County Charter, § 301.) The Charter identifies the duties of the Board as follows:

The Board shall:

(a) Appoint, or provide for the appointment, by ordinance of all county officers other than elective officers, and all officers, assistants, deputies, clerks, and employees whose appointment is not provided for by this Charter. The Board shall, from time to time, provide by ordinance for the compensation of elective officers and its appointees, unless such compensation is otherwise fixed by this Charter.

All appointments not otherwise provided for in this Charter, except in the cases of appointees to the unclassified service, shall be made pursuant to the County Civil Service System, as it now exists or hereafter may be amended by ordinance.

(b) Provide, by ordinance, for the number of assistants, deputies, clerks, and other persons to be employed from time to time in the several offices and institutions of the county, and for their compensation.

(c) Provide, by ordinance, for the creation of offices other than those required by the Constitution and laws of the State, and for the appointment of persons to fill the same, and to fix their compensation.

(d) Adopt the annual budget of the county.

(e) Establish a system of priorities and levels of service which are to be provided by the county to the public and among and between departments of the county.

(f) Perform or provide for the performance of such functions as are required by statutes of the State of California.

(g) Take such measures as may be necessary from time to time to implement the provisions of this Manual, including investigating Supervisorial conduct that does not comport with the principles herein.

(h) Contracting for Services. The Board may contract with an independent contractor to provide any services required of, or performed by, the county if it is more economical to do so.

(Placer County Charter, § 302.)

The Board may:

(a) Provide, by ordinance, for the creation of offices, boards and commissions other than those required by the constitution and laws of the State, and for the appointment of persons to fill such offices, boards and commissions, and prescribe their powers, terms of office and duties, and fix their compensation.

(b) Create, abolish, consolidate, segregate, assign or transfer the powers and duties of any appointive office, department division, board of commission to the extent not in conflict with this Charter.

(c) Consolidate, segregate, assign or transfer the powers and duties of any elective office or division thereof to the extent authorized by the Constitution of the State of California and not in conflict with this Charter.

(d) Require periodic or special reports of expenditures and costs of operation; examine all records and accounts, and inquire into the conduct of any office, commission, department or other entity to which the county contributes funds.

(e) Require the attendance of any officer or employee of the county at any meeting of the Board for the purpose of information, advice and assistance.

(f) Contract with a city, district, public agency or political subdivision in the county for the performance by county officers or employees of any or all of the functions of such city, district, public agency or political subdivision.

(Placer County Charter, § 303.)

The legislative authority of the Board is held by the Board as a body. Individual Board members do not have the authority to speak on behalf of the Board unless the individual Board member has been authorized to do so by the Board.

The Board falls within the definition of “legislative body” and meetings of the same must comply with the Brown Act. (See Section 1.24, below.)

1.9 Duties and Obligations of Individual Supervisors

Supervisors are expected to perform the following duties and responsibilities when joining the Board of Supervisors team (see also Section 1.5, above):

- Govern within the Board adopted Governance Principles;
- Honor the unique roles and responsibilities each governance team members including 1) the Executive function (County Administration) and the Legislative function (Board of Supervisors) – the two branches of County Government;
- Fully prepare for Board meetings, i.e., materials read; as much as possible questions asked in advance of the meeting; and on time and engaged in the meeting; Be available for special Board meetings and staff briefings on matters coming before the Board;
- Honor and respect colleagues, staff and the public and act in a forthright manner;

- Remain engaged during public comment (caveat: responses to general public comment limited to providing an access point for further discussion);
- Seek first to understand, asking questions of staff in a manner that is engaging and supportive vs. accusatory;
- Keep colleagues informed of activities, especially related to Board assignments, via the “Board Member and CEO Reports” section of the Board meeting;
- Govern in an accessible manner, responding in a timely manner to phone calls, e-mails, etc.;
- Support the collective Board direction while reserving the right to express dissenting opinions;
- Exhibit an on-going commitment to the organization;
- Able to articulate Board actions and policies, and when discussing Board actions in public, clarifies when speaking on behalf of the Board vs. own opinion;
- Generally, addresses issues in their own district, but listens to the concerns of all County residents, especially when considering countywide policy issues;
- Inform appropriate Supervisor when assisting constituents outside their district;
- Ensure CEO is copied on emails to key County staff and external stakeholders;
- Inform the entire Board through the Board meeting process of constituent issues and concerns they are involved with that have a countywide impact;
- Serve on and attend assigned committees representing the interests of the full Board;
- Provide updates on their activities to the full Board during the “Board Member and CEO Reports” section of the Board meeting;
- Appoint the County Executive Officer and County Counsel;
- Adopt the County Budget;
- Adopt ordinances and policies;

- Attend and advise numerous boards, commissions and committees; and
- Work with affiliated elected officials.

Other key responsibilities of Supervisors include:

1. Provide Clear Policy Direction:

- Provide clear and consistent direction;
- Support/advocate programs and policies adopted by the Board;
- Provide policy direction that supports programs and aligns resources;
- Support staff carrying out the Board's direction; and
- Hold the Board accountable for high quality governance and adherence to protocols and policies.

2. Ensure County Accountability:

- Hold the County Executive Officer accountable for achieving goals set by the Board;
- Monitor and assess effectiveness of policies and programs approved by the Board; and
- Monitor the fiscal health of the County.

3. Ensure Internal Board Member Accountability:

- Adhere to County practices for employment and compensation of District staff; and
- Develop an annual budget for Supervisor expenditures including cost of District Office, rental and maintenance, meals, travel and related expenses passed through to County taxpayers.

4. Demonstrate Community Leadership:

- Engage and involve county residents and other stakeholders in appropriate and meaningful ways in setting the goals, objectives and major programs of the County;
- Communicate clear information about County policies, the fiscal condition and progress on goals;

- Become and remain immersed in the needs and concerns of residents;
- Represent the needs of individual districts and Placer County as a whole;
and
- Be visible and accessible.

1.10 District Staff Employment

Each Supervisor can retain District staff to support them with County and District activities. These individuals are retained by the County as at-will, contract employees. District staff are expected to follow the same ethics and confidentiality standards as the Supervisors they support. District staff are selected and supervised by the individual member of the Board of Supervisors they assist and operate under the administrative supervision and control of the County Executive Officer. The “Appointing Authorities” identified in the agreement are jointly and individually both (a) the Supervisor selecting the Direct Director and (b) the County Executive Officer.

All District Director employment contracts are placed on the Board of Supervisors’ Consent Calendar annually, and each must be approved by a majority vote of the Board.

1.11 Annual Selection of Chair and Vice Chair

At its first regular meeting after January 1 of each year, the Board shall nominate and elect from its membership a Board Chair and Board Vice Chair to serve for the calendar year.

Each nomination must be seconded and passed by a formal vote of the majority of the Board. The Chair and Vice-Chair will serve for the remainder of the calendar year.

Selection of the Chair is based on the general principal to rotate among districts. The Clerk will maintain the Board Chairperson annual rotation schedule. Redistricting occurs every ten years following the census and may warrant reconsideration of the Chairperson rotation schedule.

The Board recognizes the role of the Chair requires a solid working knowledge of County meeting procedures and policies. For that reason, it is the policy of the Board to defer the appointment of a newly elected Board member in the above rotation process to allow said Board member to become familiar with the County hearing procedures. If, in any year, the rotation lands on a newly elected Board member, they will be skipped in favor of a more seasoned Board member. The following year, the Board member who was skipped may serve as Chair if nominated and if the majority of the Board votes in favor of the nomination.

The Board may revisit the rotation schedule due to extenuating circumstances or non-compliance with the norms outlined in this Governance Manual.

1.12 Powers and Duties of the Board Chair

1.12.1 Overview of Chairperson Duties

The Chair, when present, shall preside at all Board meetings and take their seat at the hour appointed for every Board meeting and immediately call the members to order. The Chair shall preserve order and decorum and shall decide all questions of order.

1.12.2 Presiding at Board Meetings

The Board Chair presides at all Board meetings, and in their absence, either temporarily during a particular part of a meeting or for an entire meeting, the Vice Chair shall preside. When both are absent, those in attendance shall select an acting Chair for that meeting, by a majority vote of those present.

The Chair directs the efficient and transparent operation of the Board during Board meetings and performs a lead role in setting the tone for all interactions among the Board, with staff, and with the community. The Chair will set the example of referring to Supervisors by their official title.

The Chair ensures every Board member has the opportunity to participate in the deliberations for each item and that the public has the opportunity to comment on the same.

The Chair ensures motions are taken in order, seconds (or lack thereof) are articulated for the record and that votes, roll call or majority, are called in an orderly and clear manner. The Chair and the Board refer to Robert's Rules of Order for guidance in framing motions. A summary of motions used most frequently is included in **Appendix 2**. Neither the Chair nor individual Board members need follow Robert's Rules verbatim. What is most important is that the motion is clear and succinct for the benefit of the other Board members and the public.

The Chair has the authority to revise the order of items on a Board agenda, timed items excepted, in order to allow for an efficient Board meeting provided sufficient notice of the same is announced to the public during the meeting.

The Chair has the authority to expand the public comment period, change or split the timing of the same or limit the time limit for individual public comment depending on the need to balance public participation with timed and other scheduled Board items on a particular agenda.

Any action or decision by the Chair related to the meeting procedure may be reversed only by a vote of three members.

1.12.3 Maintaining Order and Decorum in Public Meetings

The Chair preserves order and decorum during Board meetings. Should a Board member, either by conversation or otherwise, seek to unduly delay or interrupt the proceedings or disturb any member by refusing to obey the orders of the Board or the Chair, the Chair has the authority to request that member cease.

The Chair balances the First Amendment rights of the public with ensuring the proceeding does not result in a disruption or disturbance of the meeting including by the public's use of truly profane speech, refusal to yield time at the podium after numerous requests by the Chair, by a public display of large banners or objects that could result in a safety concern or a general outburst from a member of the public in the audience who refuses to yield to the Board. The Chair may ask the Clerk to read the County's summary of meeting procedures at the beginning of meetings to educate the public. The Chair has the authority to request a speaker or member of the public leave the chambers and/or to call a recess to resume order of the

proceeding or to clear the chambers, the latter only occurring in extreme circumstances of chamber unrest.

1.12.4 Supporting Agenda Preparation in Coordination with County Executive

The Chair consults and determines, in collaboration with the CEO, the Clerk, and County Counsel, the Board meeting calendar and the proposed content and order of items for each Board meeting agenda. Chair Agenda Review occurs after staff has completed its initial work on the proposed agenda and follows a prescribed legally mandated timeline to enable proper noticing and distribution of materials.

The Chair may recommend re-agendizing late agenda items or determine, after consulting with staff, that there is insufficient time on a particular agenda to properly review or consider an item, except for timed public noticed items.

1.12.5 Other Duties of the Chairperson

The Chair is charged with execution of all Board authorized documents such as but not limited to correspondence, resolutions, ordinances, and agreements.

The Chair is generally the primary spokesperson for the Board in collaboration with CEO and/or PIO on press releases and media events. Exceptions include emergencies, District-specific events or Board Member areas of expertise.

The Chair may call a special meeting, when necessary, based on consultation with the CEO, County Counsel.

1.13 Powers and Duties of the Vice Chair

In the absence, or inability to act, of the Chair, the Vice Chair shall have and exercise all the powers and duties of the Chair identified above.

1.14 Board Assignments to Committees

Board members are asked to serve as the Board's liaison or representative on the Board of many important local and regional committees, commissions, advisory groups, independent Special Districts and Joint Powers Authorities as well as on

advisory County subcommittees, ad hoc committees, “2x2” and regional working groups and committees.

Each calendar year, the list of Boards and Commissions is brought to the Board for discussion in open session on a regular meeting in December. This meeting is intended to allow Board members to tentatively decide on appointments with the formal consideration and vote on the same scheduled in open session on the first regular meeting in January (on election years this process will move to January). Any issues with committee assignments will be discussed at the next scheduled governance meeting.

In October the CEO and Clerk will meet with each Supervisor, the Board and the Commissions to which Supervisors are appointed. At this meeting Supervisors will share changes they would like to see for the upcoming year. The Clerk will note items where no changes are requested and include this information in the Board report. Staff will not bring forward a recommendation on appointments.

During the discussion of Board and committee appointments, the Board and each individual Board members are committed to the following expectations:

- The Board will provide the opportunity to inventory Supervisor interests and personal goals via the annual Board Assignments discussion meeting.
- Board members will come to the annual Board Assignments discussion meeting prepared to share personal goals.
- The application of Board member expertise shall be within the context of staff/Supervisor roles and responsibilities.

In deliberating who should represent the County on a particular Board or commission, the Board members will consider the following principles: 1) Equity; 2) Skill Set and Tenure and 4) District-specific assignment.

Board members bring a wide variety of backgrounds, expertise and interests to their governance work on the Board. The Board wishes to capitalize on the informed experience of individual Board members and encourage leadership development through serving on a variety of Boards and Commissions.

Equity: The Board wishes to encourage equal opportunities to each Board member to serve on Boards and committees through consideration of rotation of assignments.

Skill set: The Board recognizes that the skill set or expertise of a particular Board member can lend itself better to a particular assignment and will consider that skill set in making the appointments. However, all Board members agree that it is equally important that individual Board members understand that the application of that skill set or expertise must occur within the agreed-upon governance role of the Supervisor and the Board.

Tenure: The Board is cognizant that longer serving Board members have gained a broader understanding of the County and its goals than a new Board member. The Board will consider longevity as a factor in making the assignments but also recognize that this factor must be balanced with the equity principle of giving each Board member an equal opportunity to serve on a particular Board or committee.

District Specific Committee Assignments: Some committees are most relevant to Supervisorial districts and appropriately assigned on a permanent basis. As such, those committees will be assigned to the Supervisor in each District.

1.15 Board Oversight of County Executive Officer

One of the most important relationships that exists is that between the Board of Supervisors and the County Executive Officer and staff. It is essential that the ongoing governance relationships be clearly defined, collaborative and based upon mutual trust and respect. Such a relationship ensures the best governance results. It should provide clear direction, in an open and transparent manner.

The Board agrees to govern individually and as a Board with the following principles:

- Within a culture of inquiry, in a collaborative manner with staff;
- Honor, affirm and celebrate the value of those who work for Placer County;
- Support staff, avoiding unduly influencing staff;

- Operate within Board policy (Note: requests outside Board policy and/or action with significant staff resources should ultimately return to the full Board for consideration); and
- Department Head and County Executive Officer are the primary contacts on initial and significant interactions with staff and contractors to ensure transparency and the best result;

It is especially important for the Board to establish and maintain effective communication and a positive relationship with the County Executive Officer. The County Executive has full responsibility and authority to execute the policies established by the Board and supervise the daily activities of the County. Supervisors often have frequent contact with Department Directors, and the County Executive will solicit confidential feedback regarding annual department head performance.

1.16 Board Reports and Initiatives of activities related to Board assignments

Members are expected to provide updates on relevant activities (especially those related to specific committee or Board assignments) to the full Board during the “Board Member and CEO Reports” section of the Board meeting.

1.17 Individual Board Member Requests for Agenda Items to be considered

A Board member may request an item be scheduled for the open session portion of an agenda by conferring with the Chair and CEO. In making a request the Board member should keep in mind the governance principles outlined in this document, the time that may be required by staff to prepare said item and ensure the nature of the item falls within the jurisdiction of the Board. Closed session items are only scheduled on the advice of County Counsel and are strictly limited to the closed session exemptions identified in the Brown Act.

The Chair has the final authority to schedule the item for a requested or future Board agenda date. The Chair has the authority to reject the request in which case the Board member’s request will be scheduled on the next available Board open session

agenda for discussion by the entire Board. A majority vote of the Board will be required to direct the Clerk to schedule the item for an available agenda for further action. The agenda date is contingent on time that may be required by staff to prepare said item.

1.18 Electronic and Social Media Communications Constraints

Board member interaction with one another on social media is subject to the Brown Act (see Section 1.24, below). Board member emails or texts may be subject to the Public Records Act (see Section 1.25, below).

Social media communication is also governed by the following principles:

- Board members are encouraged to refrain from interaction with each other on social media regarding items scheduled before the Board;
- Board members will use the same level of professionalism and good judgment employed in public meetings;
- Confidential or sensitive County information (i.e., closed session discussions) will not be disclosed in any circumstances, including via electronic communication; and
- As appointments to local boards, commissions and committees are subject to the Maddy Act (which requires the posting of vacancies at least ten (10) days prior to appointment decisions), Board members will avoid social media commentary regarding prospective appointees before or during the posting period.

1.19 New Board Member Orientation

Perhaps nothing is as important as welcoming new Supervisors to the Board. The early impressions of newly elected Supervisors often set the tone and style of governance for many years. Every time a new Supervisor is elected, a new Board is created. The unique role of the County Supervisor and Board, norms and protocols of the Board, as well as technical information need to be provided in an open, welcoming and transparent way.

New member orientation will be governed by the following principals:

- The first 100 days are a critical time and learning period for newly elected Supervisors and the development of a cohesive governance team;
- The Board recognizes the importance of welcoming and helping transition newly elected Board members into the public experience, and thus, current Supervisors are encouraged to send welcome letters and reach out to new Supervisors;
- The County Executive Officer and County Counsel will prepare orientation materials for new Supervisors and schedule an initial meeting with Supervisors- elect to establish early and direct communication and select orientation options based on past experience;
- Department Heads, or their designees, will offer orientation to newly elected Board members regarding the departments' key responsibilities and functions;
- The Board will provide opportunities for new Supervisors to spend time with veteran Supervisors, visit districts and share information about Board assignments; and
- The Board will schedule an annual governance discussion meeting to provide an opportunity to share personal aspirations and to review, discuss and re-confirm the adopted governance protocols as documented in the Placer County Board of Supervisors Governance Manual.

1.20 Board Member Travel Parameters

The Board recognizes that County reimbursed travel and conference expenses are ultimately taxpayer money. Therefore, the Board commits to adhering to sound budget practices and coordination in scheduling such travel and attendance at regional and out-of-state conferences. The Board adopts an annual travel budget for the Supervisors. Travel must be approved by the full Board to ensure nexus with County priorities and parity among the Board. Inquiries on travel will be addressed to the CEO.

The Board commits to providing each Board member equal opportunity to attend such conferences and may rotate attendance at regular scheduled and/or popular out-of-state conferences instead of all Board members and District staff attending the same conference. The Board also recognizes that reduction or “hosted” entertainment and meals and activities, for which Board members do not have to pay may be considered “gifts” that must be reported on the annual Form 700 statements.

The County has an adopted Travel and Employee Expense Policy that is applicable to Supervisors and their staff.

1.21 Travel Policy for All County Staff

Board of Supervisors, District staff, staff, and appointed officials will adhere to the Placer County Travel and Expense Policy (Travel Policy). The Travel Policy delineates meals, lodging, travel expenses, and Rules, Policies and Practices pertaining to travel and expense reimbursement when County resources are expended for meals, lodging and travel expenses. Members of the Board of Supervisors and their staff must adhere to this Policy and methodology for seeking reimbursement of expenses.

1.21.1 Approval of Board of Supervisors Out-of-State Overnight Travel

In the interests of prudent fiscal stewardship of public tax dollars and financial transparency, the Board of Supervisors will review and approve out-of-state overnight travel for Supervisors, District staff and other designees and adhere to the travel and lodging guidelines and limitations found in the County policy. The intent of this policy is to limit travel expenses to trips for which there is a demonstrated nexus to advancing County priorities and interests.

1.22 Conflicts of Interest in Governance

Supervisors are often presented with matters that overlap with personal financial or business interests, real estate holdings or where the County action on an item would have a benefit to that individual supervisor. The County Counsel should be

consulted when a potential conflict is identified. Supervisors should consider the following guidance provided in State Law.

State Law requires that each Board member is required to comply with the reporting and disclosure requirements of the Political Reform Act (Govt. Code, § 81000 et seq.), the provisions of Government Code Section 1090 et seq. and the Common Law Doctrine against Conflicts of Interest. The Political Reform Act prohibits Board members from participating in decisions if the board's decision (including, but not limited to contracts) will have a material effect on the Board member or their immediate family. Under Govt. Code Section 1090, a member of the Board shall not be financially interested in any contract made by them in their official capacity. If Section 1090 applies, the entire board is precluded from entering into the contract. The common law doctrine of conflict of interest prohibits public officials from placing themselves in a position where their private, personal interest may conflict with their official duties. (92 Ops.Cal.Atty.Gen. 19 (2009).)

With the exception of a § 1090 conflict, any member with a disqualifying conflict of interest must in compliance with the Political Reform Act:

- a. publicly state the nature of the conflict in sufficient detail to be understood by the public.
- b. recuse themselves from discussing and voting on the item; and
- c. leave the room until the item has concluded unless it is on the consent calendar. For consent calendar, the Board member must comply with subsections (a) and (b) above by stating the conflict after the Chair announces consent calendar and before a motion to consider the consent calendar is made. The Board member may remain in their seat during action on the consent calendar.

The Clerk shall note any recusal by a Board member in the summary of the vote on the item.

If the Board member announces a §1090 conflict, the subject item shall be dropped from the agenda by the Chair. Board members are encouraged to notify the Chair, the CEO, Counsel and the Clerk in advance of a § 1090 conflict so that the item can be potentially pulled prior to inclusion on the agenda.

1.23 Brown Act Governance Requirements

State Law also provides parameters governing the ability of Supervisors to consider and make collective County decisions.

The Ralph M. Brown Act (“Brown Act”, Govt. Code, § 54950 et seq.) governs meetings conducted by local legislative bodies such as the Board. The Brown Act represents the California Legislature’s determination of how the balance should be struck between public access to meetings of the Board and the need for confidential candor, debate and information gathering on the other. The Legislature has established a presumption in favor of public access. However, the Act also contains specific exceptions from the open meeting requirement where the Board has a demonstrated need for confidentiality. The exceptions are narrowly defined.

The Board recognizes and supports the public’s access to meetings. The Rules of Procedure have been drafted to comply with the Brown Act agenda, agenda posting and public comment requirements.

The purpose of this section is to recognize the additional rules governing Board member discussions in and outside of the hearing chambers. This section is not intended as a full primer in the Brown Act and members should ensure they fully understand the Brown Act and its obligations.

1.23.1 Brown Act Definition of “Meetings”

Under the Brown Act, a meeting is any congregation of a majority of the Board, that meets at the same time and place to hear, discuss, or deliberate upon any item within the Board’s subject matter jurisdiction. A “meeting” includes any use of direct communication, intermediaries, or technological devices or mediums such as e-mail, texts or social media.

1.23.2 Brown Act Meeting Prohibitions

The Brown Act prohibits a majority of the members of the Board from meeting outside a properly noticed public meeting to “discuss, deliberate, or take action on an item” that is within the Board’s subject matter jurisdiction. (Govt. Code, § 54952.2.) This restriction includes “serial” meetings in which members of the

Board communicate indirectly through the use of intermediaries or through a chain of communications, ultimately involving a majority of the Board.

A chain of communications includes the following example:

Board member A texts Board member B to ask how Board member B plans to act on an item on the next publicly noticed agenda. Board member B responds to Board member A and then texts Board member C to ask the same. This is a serial meeting in violation of the Brown Act.

Board member A texts Board member B who texts Board member C during a public meeting about an item on that same meeting agenda. Regardless of the fact that all members are sitting in the Board chambers, this text communication is a prohibited serial meeting.

An intermediary or “spoke” meeting includes the following example:

Board member A asked their District Director to reach out to all other Board members to find out how they plan to address a particular item on a publically noticed agenda. The District Director does so and then reports to Board member A what each Board member said. This is an intermediary meeting in violation of the Brown Act.

1.23.3 Social Media Limitations Associated With the Brown Act

On September 18, 2020, the Governor signed AB 992 into law. AB 992 (Govt. Code, § 54952.2) defines the parameters of the use of social media by a legislative body and when the same constitutes a prohibited serial meeting.

AB 992 clarifies that it ordinarily does not violate the Brown Act of a legislative body to participate in social media. However, AB 992 also creates a bright-line rule that members of a legislative body may not respond *directly* to any communications posed on the internet *by other members of the same legislative body* regarding a matter within the jurisdiction of the legislative body. “Direct response” includes use of emoji’s.

An example of a prohibited serial meeting on social media is as follows:

Board member A posts on their website about an item coming up on an item

of county business. Board members B and C respond with a “thumbs up” emoji. Under AB 992 this is in violation of the Brown Act.

An example of a posting that is not a violation of the Brown Act is as follows:

Board member A posts to their website about an item of County business. Board member B posts on Board member A’s website about a separate but related item of county business. If it is clear that Board member B’s posting is not *directly* related to Board member A’s posting, this would not be a violation of the Brown Act.

1.23.4 Closed Session Exceptions Within the Brown Act

The Brown Act permits closed session on expressly authorized statutory exceptions (Govt. Code, § 54957). The closed session exceptions to open meeting laws have been narrowly construed by the courts. These exceptions are categorized under the following: personnel exception, existing or anticipated litigation, real estate negotiations, labor negotiations, public security and license applications. (Govt. Code, §§ 54957., 54957.6, 54956.8, and 54956.9.)

1.23.5 Closed Session Confidentially

The Board expressly recognizes and agrees to not disclose confidential information that has been acquired by being present in an authorized closed session to unauthorized persons unless the majority of the Board formally and expressly authorizes disclosure of confidential information. “Unauthorized persons” are any persons outside of those attending the closed session and includes District staff. “Confidential information” means a communication made in a closed session that is specifically related to the basis for the closed session.

1.24 The California Public Records Act

The Public Records Act (“PRA”, Govt. Code, § 6250 et seq.) is designed to give the public access to information in possession of public agencies. The Board is covered under the definition of a public agency and each Board member is obligated to comply with the PRA disclosure requirements unless expressly exempted under the statute. The PRA defines “public records” as “any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained

by the local agency regardless of physical form or characteristics. In a 2017 case, the CA Supreme Court ruled that when government officials conduct public business using private email or personal devices (cellphone, I-Pad, personal laptop), those communications may be subject to disclosure under the PRA.

Requests for documents are to be construed broadly in favor of disclosure and the PRA has express deadlines in which to respond. Therefore the Board and each member will adhere to the following:

If the Board, any individual Board member or any District Director receives a request for documents, this request is to *immediately* be forwarded to the Clerk of the Board to log in the request and track a response to the same.

Board members or District staff may be asked to check personal devices for responsive documents, in which case the same will make a good faith effort to search the same and respond within the identified deadline date.

1.25 District Director Compliance Obligations

Supervisor's District staff play an important role as a conduit between Board members, staff and constituents. They perform varied and complex administrative, research, public liaison, organizational and support duties for members of the Board of Supervisors. While they do not have the same authority as an elected County Supervisor, Board staff are often viewed as an extension of the Board member, and as such, must operate in their specific role and follow some of the same protocols as the Board of Supervisors, especially those related to communication and adherence to the Brown Act. District staff need to remain vigilant that they are not serving as the "spoke" in the wheel of a discussion that could violate the Brown Act. The same principle applies for use of electronic communication.

1.26 Duties of County Staff Supporting the Board of Supervisors

1.26.1 County Executive Officer ("CEO")

The CEO, or a representative designated by the CEO, shall attend each meeting of the Board and shall provide such information to the Board as necessary to assist Board members in their deliberations and decision making.

The County Executive Office is the appointing authority for all non-elected Department Heads after consultation with the Board.

1.26.2 Duties of the Clerk of the Board (“Clerk”)

1.26.2.1 Attendance at Meetings

The Clerk, or a representative designated by the Clerk, shall attend each meeting of the Board and maintain a record of all proceedings and directions of the Board.

1.26.2.2 Preparation and Distribution of Agenda

The Clerk will prepare, post and distribute all agendas of the Board meetings. The agenda shall consist of a brief statement of each item to be considered by the Board of Supervisors, pursuant to the Brown Act.

The Clerk will also prepare, post and distribute all supplemental agendas when there has been an item added, continued, deleted, and/or modified since the distribution of the initial meeting agenda.

The regular Board meeting agenda will be distributed and made available to the public on the Wednesday prior to the regular meeting. Internal distribution shall be made to the members of the Board, the CEO, and County Counsel.

Supplemental agendas shall be made available as soon as practical but no later than 72 hours prior to a regular Board agenda. The Clerk shall also make these agendas available on the Internet as soon as is feasible.

1.26.2.3 Preparation and Distribution of Summary Action Minutes

The Clerk shall prepare and cause Summary Action Minutes (“Minutes”) of Board meetings to be included on the Consent Calendar for the Board’s consideration and approval. The Minutes shall consist of the brief statement of each item posted on the agenda and supplemental agenda plus all motions, resolutions and ordinance numbers related thereto, all votes recorded thereon, and the final action taken by the Board.

The Minutes shall be made available at no cost at the Clerk's Office and will suffice as the official Summary of Proceedings.

1.26.2.4 Custodian of Audio and Audio/Video Records

The Clerk shall maintain the official audio record of each Board meeting for a period of not less than three (3) years and will make these tapes available for listening by the public at no charge. The Clerk shall also maintain the official audio/video record of any meeting broadcasted. These audio/video records will also be made available to the public for viewing at no cost.

1.26.3 County Counsel

The County Counsel, or the Chief Assistant County Counsel, shall attend each meeting of the Board and shall serve as the legal adviser to the Board during both open and closed sessions. County Counsel shall conduct closed session in coordination with the Chair.

1.26.4 Department/Agency Heads

Departments/Agencies shall, insofar as practicable, consult with such other Departments/Agencies as may be appropriate to the particular subject, or as referred by the Board, before submitting official correspondence to the Board, in order that necessity for further referral shall be minimized.

Each Department/Agency/District head, or a designated representative of the Department/Agency/District head, having any matter on the agenda for consideration by the Board, whether consent or discussion, shall be available for the purpose of providing information to the Board and shall attend any Board meeting when requested to do so by a Board member or the CEO or when, in the judgment of the Department/Agency/District head, the Board will probably require additional information.

1.27 Board Advocacy on Behalf of County

1.27.1 State and Federal Legislative Platform

The Board Legislative Ad Hoc Committee typically includes the Chair and Vice-Chair and meets as needed to discuss the annual legislative platform, urgent and/or emerging legislative and regulatory issues for the County. Once the Ad Hoc Committee reaches consensus on items, including the annual legislative platform it is brought to the full Board for action. The Committee is permanently staffed by County Counsel, County Executive Officer, and the Legislative and Governmental Affairs Coordinator. Subject matter experts and the County's lobbyists present on an as needed basis.

1.27.2 Educate Versus Advocate

Government Code Section 54964 prohibits a local official from spending or authorizing the expenditure of public funds to support or oppose a ballot measure or candidate. The statute does not prohibit an "accurate, fair and impartial" presentation of relevant facts about a ballot measure to voters. Government Code Section 8314 makes it illegal for local official and staff to use public resources for campaign or personal purposes. The Board recognizes that they may only educate and inform related to ballot measures as opposed to advocating. Individual Board members, on their own time, may advocate exercising their First Amendment rights so long as no County resources, including but not limited to mailing, use of County computers or other equipment, or use of an official Board member website, are used in this advocacy.

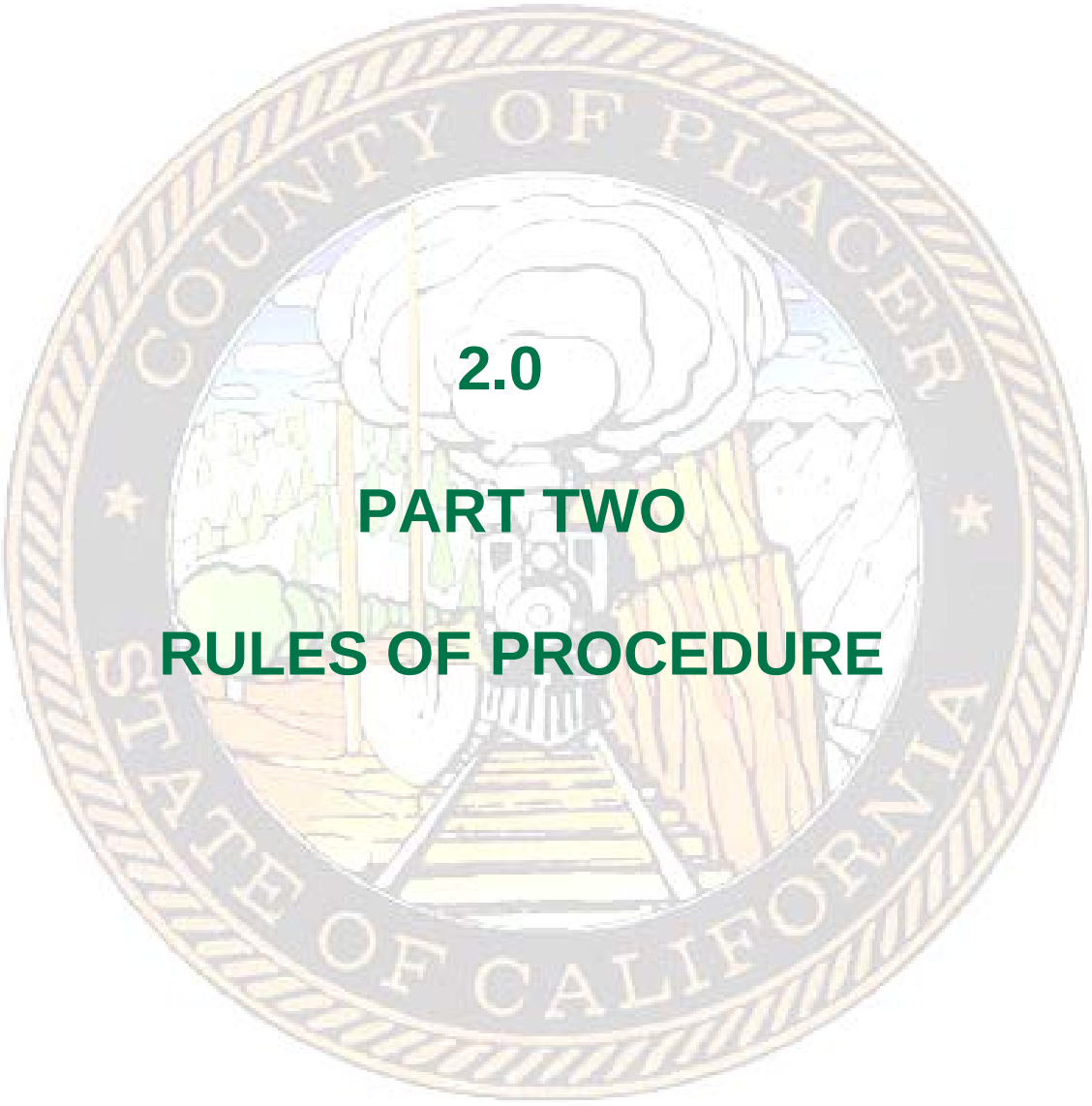
1.27.3 Board of Supervisors in the Community

The Board of Supervisors, as elected community leaders, has the responsibility to engage and educate the community, promote partnerships and collaboration, and advocate for community support. At all times, Supervisors must be mindful of, and work within, their specific roles while encouraging and soliciting community engagement, collaboration and inclusiveness. While individual supervisors will work closely with the community, authority to take formal action rests exclusively with the Board as a whole.

1.27.4 Constituent Concerns

Board members are encouraged to engage with constituents in an appropriate manner by being as responsive as possible, returning phone calls and e-mail inquiries in a timely manner and as feasibly possible, meeting with residents, partners and stakeholders upon request.

Easily resolved complaints are directed to the head of the appropriate department. Complaints requiring complex solutions and/or significant department staff time are to be directed to the Department Head or relevant subject matter expert on staff with a copy to the County Executive Officer. Complaints requiring policy changes are to be directed to the County Executive Officer and matters involving legal claims or issues are to be directed to County Counsel.

The seal of Placer County, California, is a circular emblem. The outer ring contains the text "COUNTY OF PLACER" at the top and "STATE OF CALIFORNIA" at the bottom, separated by two stars. The inner circle features a landscape with a mountain peak, a river, and a bridge. The text "2.0" is centered over the seal.

2.0

PART TWO

RULES OF PROCEDURE

2.1 CHAPTER I – General Provisions / Governing Board Business

Rule 1 Application of Rules

These Rules of Procedure (“Rules”) are adopted pursuant to Government Code Section 25003. The Rules shall apply to the Board of Supervisors of Placer County whether sitting as the Board of Supervisors of the County or as the governing body of any other district, authority, or board.

These Rules are intended to expedite transaction of the business of the Board of Supervisors in an orderly fashion. The Rules are deemed to be procedural only. The failure to strictly observe application of the Rules shall not affect the jurisdiction of the Board or invalidate any action taken at a meeting that is otherwise held in conformity with law.

Rule 2 Definitions

In interpreting these Rules:

- (a) “Board” refers to the Board of Supervisors of Placer County, sitting as the Board of Supervisors of the County.
- (b) “Chair” and “Vice Chair” refers to the Board members elected to those respective offices.
- (c) “Clerk” refers to the Clerk of the Board of Placer County.
- (d) “CEO” refers to the County Executive Officer of Placer County.

Rule 3 Copies of Rules

Copies of these Rules will be made available, free of charge, at the Office of the Clerk and on the Clerk’s website
<https://www.placer.ca.gov/2234/Clerk-of-the-Board>

2.2 CHAPTER II – Meetings

Rule 4 Regular Meetings – Date, Time, and Place; Cancellation

The regular meetings of the Board shall be held on Tuesdays. Unless otherwise noticed, regular meetings of the Board shall begin at the hour of 9:00 a.m. Such regular meetings shall normally be held in the Board Chambers located at 175 Fulweiler Avenue, Auburn, California, provided, however, that the Board may, in its discretion, hold such regular meetings at any other location within the County of Placer. Any scheduled meeting may be canceled upon order of the Chair, or a majority of the members, of the Board. (Govt. Code § 54954.) At least seventy-two (72) hours prior to a regular meeting, the County must post the agenda in a public location near the meeting location and on the County's website.

Rule 5 Special Meetings

Special meetings of the Board may be called in the manner provided by State law. The agenda shall specify the date, time, and place of the meeting and the business to be transacted at such meeting. With the exception of closed session, no other business shall be included on the agenda or considered at the meeting. (Govt. Code § 54956.) At least twenty-four (24) hours prior to a special meeting, the County must post the agenda in a public location near the meeting location and on the County's website.

Rule 6 Emergency Meetings

Emergency meetings of the Board may be called in the manner provided by State law. Under State law, an emergency meeting may be held in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities. "Emergency situation" means any of the following (a) work stoppage or other activity which severely impacts public health, safety or both as determined by the majority of the

members of the Board; or (b) crippling disaster which severely impacts public health, safety or both, as determined by the majority of the members of the Board. No closed session may be scheduled during an emergency meeting. At least one hour prior to an emergency meeting, the County must notify each local newspaper of general circulation and radio or television station that has requested notice of special meetings. In the case of a dire emergency, as defined in State law, the Board Chair should provide this notice at or near the time they notify the other Board members of the emergency meeting. As soon as possible after the emergency meeting, the minutes of the meeting, a list of persons whom the County notified or attempted to notify, a copy of the roll call vote and any actions taken at the meeting must be posted and remain posted for at least ten (10) days.

Rule 7 Adjourned Meetings; Continued Hearings

Any regular, adjourned regular, special or adjourned special meeting of the Board may be adjourned to a future date and time (Govt. Code § 54955).

When a regular meeting or adjourned regular meeting is adjourned, the resulting adjourned meeting is a regular meeting for all purposes (Govt. Code § 54955).

Any hearing being held, or noticed or ordered to be held, may be continued once or more to a subsequent meeting of the Board in accordance with Government Code Section 54955.1.

Rule 8 Absence of a Quorum; Adjournment

In the absence of a quorum, the remaining members or the Clerk may adjourn the meeting to another date and time in accordance with Government Code Section 54955 and shall post a Notice of Adjournment. In the event a Supervisor leaves the hearing room, momentarily causing a lack of quorum, they should notify the Chair of their intended absence and the Chair must call a recess until a quorum is reestablished.

2.3 CHAPTER III – Agenda Staff Reports and Attachments

Rule 9 Agenda Management System

The County uses an Agenda Management System managed by the Clerk of the Board's Office to route and approve all items for a Board agenda. All Departments/Agencies shall use the appropriate form as determined by the Clerk when submitting items to be placed on the Board's agenda for consideration.

Rule 10 Department/Agency Agenda Responsibilities

It is the responsibility of the originating Department/Agency to include in the Board memorandum for each agenda item, at a minimum, a summary of the requested action, background discussion, fiscal analysis, any recommended action and if applicable, environmental review. The Clerk, consistent with the Brown Act, will provide a brief general description of the recommendation in the posted agenda sufficient to inform interested members of the public about the subject of the item.

The originating Department/Agency must include all attachments in the correct order, including any attachments that are identified as "on file" with the Clerk's Office.

The Clerk may refuse to place any item on the agenda which fails to conform to this Rule.

Rule 11 County Counsel Approval of Legality as to Form

No ordinance, resolution, agreement or memorandum of understanding submitted with an agenda item will be considered by the Board until County Counsel has determined it is legal as to form.

Rule 12 Review and Filing Procedure

All agenda items require review by the CEO's Office and County Counsel, in that order, prior to submission to the Clerk for placement

on the agenda. An agenda item and accompanying back-up documents for placement on a Board agenda must be submitted to the CEO's Office pursuant to the Item Submission Calendar published by the Clerk. Additional requirements may be imposed by the CEO and the Clerk.

CEO approval is required prior to review by County Counsel. County Counsel approval is required prior to transmission of the agenda item to the Clerk.

Rule 13 Incomplete/Late Agenda Items and/or Back-Up Materials

Agenda items are to be submitted to the CEO's Office complete with all attachments and back-up materials and meeting the filing requirements in Rule 15. Any item that does not comply may be placed on the next regularly scheduled meeting by the Clerk. This rule is to be distinguished from supplemental items, which are covered by Rule 19.

Rule 14 Correspondence and Information Prior to Board Meeting and During the Board Meeting

- a. After Initial Agenda Packaging and Prior to the Meeting Rule** – Agenda materials distributed, via mail, email, or hand delivered by the public to a majority of the Board or their staff, must be concurrently distributed to the Clerk for public review.
- b. At the Meeting Rule** – Documents, including PowerPoint handouts, created by County employees or Board members themselves, must provide 10 copies to the Clerk for distribution to each Board member, CEO, County Counsel, Clerk and the ability to distribute to the general public if requested concurrently.
- c. PowerPoint Presentations** – In addition to providing 10 paper copies the day prior to the meeting, departments shall provide an electronic copy of the presentation to the Clerk no later 9:00 a.m. Friday, before the Board meeting. Exceptions for

this rule can be granted by the Clerk.

- d.** Any correspondence or written information related to an agenda item which is provided to three or more Board members, and/or members of their staff, shall be concurrently filed with the Clerk and made a part of the official record. This Rule shall not apply to attorney-client privileged communications.

All meeting material distribution must comply with Brown Act posting requirements.

2.4 CHAPTER IV – The Agenda

Rule 15 Requirements

The Clerk shall prepare an agenda for each Tuesday meeting for delivery to each Board office, the CEO, and County Counsel on the Wednesday, prior to the meeting. The agenda shall contain a brief general description of each item to be discussed or transacted at the meeting to which the agenda applies. The agenda shall indicate the time and location of the meeting and shall be posted by the Clerk as required by law. The agenda shall include the physical address of the Clerk where the public can obtain all documents/information relating to an agenda item as well as the Internet location of the meeting agenda and materials.

The Clerk shall arrange items to be discussed by the Board under the following agenda headings: Consent, Department, Timed, Closed Session and Items for Information.

Rule 16 Supplemental Agenda Items

- (a) Supplemental Agenda items shall be kept to a minimum.
- (b) Board members and County Department/Agency heads should use the following justification criteria when requesting approval of a supplemental item:
 - 1) The item is based upon facts that were not known, nor with the exercise of reasonable diligence could have been known, in sufficient time to meet the ordinary agenda deadline date and hardship will likely result if the supplemental is not agendized and heard. Items of safety, economic and financial hardship will be given priority consideration.
- (c) All supplemental items will be integrated and called by the Chair into the agenda in the order presented in the supplemental agenda.

- (d) The Clerk shall distribute the supplemental items to the Board offices, CEO, and County Counsel no later than Friday preceding the Board meeting at which the matter will be considered.

Rule 17 Closed Session

Closed Session may be scheduled on regular and special agendas. Closed session shall be held only upon advice of the County Counsel for those purposes permitted by State law. (Govt. Code §§ 54956.7-54957.6.).

Closed session discussions are confidential. The attorney-client confidentiality privilege is held by the Board as a body. As a result, no individual Board member has the right or authority to waive attorney-client privilege to disclose confidential closed session discussions.

2.5 CHAPTER V – Order and Conduct of Business

Rule 18 Order of Business

The business of each regular meeting of the Board shall be transacted as far as practicable in the following order:

- (a) Pledge of Allegiance
- (b) Consent
- (c) Public Comments
- (d) Board member and CEO reports
- (e) Regularly Scheduled Agenda Items
 - (1) Timed Items (Note: Will be heard at the time designated on the agenda or as soon thereafter as can be heard.)
 - (2) Department Items
- (f) Closed Session
- (g) Adjournment

Rule 19 Board Members; Notification of Absence or Need for Virtual or Telephonic Appearance

If any Board member is unable to attend a meeting, all reasonable effort shall be made to notify the Chair and the Clerk in writing as soon as possible to ensure there are sufficient members present to consider all agenda items. The Clerk will continue an agenda item if there will not be a sufficient number of Board members present at the meeting to approve the item.

If a Board member must appear virtually or telephonically, the Board will ensure that the Chair and the Clerk are advised of the same prior to publication of the agenda. The agenda shall note by name the Board member appearing virtually or telephonically in compliance with

the requirements of the Brown Act. In such an event, all items on the agenda must be acted upon by roll call vote.

Rule 20 Quorum and Vote Required for Transaction of Business

Three members of the Board shall constitute a quorum sufficient to transact business. It shall take at least three affirmative votes of the Board to pass any motion (Govt. Code § 25005), except where supermajority 4/5 votes or unanimous votes are required by law.

If an item requires 4/5 vote and only three members are present, the Clerk shall continue said item until the next regular meeting or at later date pursuant to direction by the Chair.

Rule 21 Emergency Items

The Board may take action on items of business not appearing on the posted agenda under any of the following circumstances:

- (a) Upon a determination by a majority vote that an emergency situation exists, as defined in Government Code Section 54956.5; and/or
- (b) Upon a determination by a two-thirds vote, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.

No item will be considered by the Board which is not on the posted agenda unless the Supervisor who presents the item assures the Board that an emergency situation exists; or that the need to take immediate action came to the attention of the County subsequent to the agenda being posted and cannot be considered on the next regular agenda for specific reasons. Any item not on the agenda that is proposed for consideration shall state facts to support the determination why it comes within one of the foregoing provisions.

Forgetting to schedule an item on the regular or supplemental agenda does not constitute an emergency situation unless other extenuating circumstances are articulated.

Rule 22 Consent Items

Consent items consist of items that are routine in nature and that do not require individual consideration.

Items submitted for routine actions shall be so identified by the submitting party and scheduled as items for the “Consent Calendar” at the discretion of the Clerk and CEO under the direction of the Chair. “Routine” items shall include matters that are repetitive, annual, non-controversial, or ministerial. Contracts for new services, with new vendors or a change in vendor will not be considered “routine”. No item expending over **\$500,000** will be placed on consent.

All items listed under Consent Calendar on the Board’s agenda will be enacted by one motion with the approval by a roll call vote of the recommended actions contained in the agenda item recommendation section. There will be no separate discussion of these items prior to the time the Board votes on the motion unless a request and Chair approval is given for removal of specific items from the Consent Calendar for separate discussion and action.

Any Board member may ask the Clerk to record a “no” or “abstention” vote on any consent calendar item prior to Board action on the same or after an item that is pulled for discussion has been discussed and a motion has been made.

If a Board member knows ahead of the hearing date that they will ask for the removal of an item set for consent, the member shall notify the Chair, CEO, County Counsel and the Clerk prior to the meeting. Members are encouraged to provide at least 24 hours’ notice prior to the start of the meeting. The member should attempt to resolve any and all questions or uncertainties the member has about the item through inquiries to staff before the meeting.

On the hearing date after the Chair calls for the consent calendar, the Chair will entertain requests to move specific consent items from the Consent Calendar to Discussion and separate consideration at the request of a Supervisor, member of the public, Clerk, County Counsel, or the CEO.

If items are removed from consent, the Chair will first call for a motion/second and roll call vote on the remainder of the Consent Calendar. Each item removed from Consent Calendar will be taken up either after action on the remainder of the Consent Calendar or at another time during the same agenda. Public comment must be entertained for each item removed from Consent Calendar. Separate vote on items taken off consent shall be required but only need roll call or unanimous vote if required by law.

If a member of the public wishes to comment on a particular item on Consent Calendar, the Chair must remove said item from Consent Calendar and allow public comment when said item is called by the Chair.

Rule 23 Public Hearings

If an item requires a public hearing pursuant to statute, the Department shall coordinate with the Clerk to notice and schedule the same as a timed item. If the Board is required by law to set the matter for hearing, the matter will first be placed on the consent calendar to set the matter for hearing.

The Clerk and Chair have the discretion to schedule other items as timed items instead of department items.

Rule 24 Non-Appeal Public Hearings for Planning and Zoning Matters

The following procedure shall generally be followed for non-appeal public hearings involving planning and zoning matters:

- (a) The Chair or Clerk shall announce the scheduled matter.

- (b) Department staff may present the item and answer questions from Board members.
- (c) If the item is a private development proposal, the applicant will be given equal time as staff to present their proposal and answer questions from Board members. The applicant may reserve time at the end of the public hearing for rebuttal but must request the same at the time of their presentation.
- (d) The Chair shall officially open the public hearing.
- (e) Persons in support or opposition may address the Board.
- (f) The Chair shall, following the conclusion of public comments, will close the public hearing.
- (g) Board members shall then deliberate and either determine the matter or continue the public hearing to another date and time certain. If the Board chooses to take action that is not the same as the staff recommendation, Chair will, if necessary, entertain a motion to continue to a date and time certain if staff indicates a need to prepare findings and actions consistent with Board direction.
- (h) All information/exhibits introduced and presented to the Board at the hearing shall be filed with the Clerk as part of the official record of the proceedings.

Rule 25 Appeal Public Hearings

The following procedure shall generally be followed for appeal hearings involving planning and zoning matters:

- (a) The Chair or Clerk shall announce the scheduled matter.
- (b) Department staff may present background on the item and answer questions from Board members.
- (c) The appellant may present their position and answer questions from Board members. The appellant may reserve time at the end of the public hearing for rebuttal but must request the

same at the time of their presentation. Appellant will be given equal time as staff to present. Failure of the appellant to appear without prior written request to continue the matter at the hearing shall constitute a waiver of the appeal.

- (d) The Chair shall officially open the public hearing.
- (e) Persons in support or opposition may address the Board.
- (f) The Chair shall, following the conclusion of public comments, will close the public hearing.
- (g) Board members shall then deliberate and either determine the matter or continue the public hearing to another date and time certain. If the Board chooses to take action that is not the same as the staff recommendation, the Chair will, if necessary, entertain a motion to continue to a date and time certain if staff indicates a need to prepare findings and actions consistent with Board direction.
- (h) All information/exhibits introduced and presented to the Board at the hearing shall be filed with the Clerk as part of the official record of the proceedings.

Rule 26 Ordinances

Unless required by law to be considered during a noticed public hearing or in the case of an urgency ordinance, introductions of ordinances will be placed as Department items for introduction and waiver of oral reading. If the Board moves to introduce the ordinance, following Board action, the ordinance shall be placed by the Clerk on the Consent Calendar of the next regularly scheduled Board meeting for adoption, or a later regular Board meeting date if the Board so directs. The date of adoption shall be at least five days after introduction. Any alteration of the proposed ordinance during introduction, other than clerical or typographical, shall necessitate continuance of the item of at least five days to the next regular meeting with a request for introduction as a department item. Ordinances cannot, by law, be adopted during a special meeting.

Rule 27 Motions and Voting

A. Motions.

Any Board member including the Chair may make a motion.

The Board refers to Robert's Rules of Order for guidance on motions but does not follow these verbatim. These are intended to provide the Chair and the Board with a framework of orderly motions and voting.

A summary guide of motions can be found in **Appendix 2**. Of particular note are the following:

- (a) A motion that is made on the requested action for an agenda item must be seconded to bring it to a vote. If no one seconds the motion, the Chair shall announce the motion died for lack of a second
- (b) There can be only one such motion before the Board at a time.
- (c) If a motion is seconded, the Chair will ask for discussion or debate on the same.
- (d) During debate, the motion may be amended or tabled for further debate at a later time.
- (e) In the case of an amendment, the majority of the Board must agree to the amendment for it to move forward to a vote.
- (f) The amendment must be germane to the motion.
- (g) If the majority of the Board does not agree to an amendment, the motion is not modified.
- (h) When the debate is finished, or in the case of no debate, the Chair will put the motion to a vote.
- (i) It is out of order to bring a new motion when another motion has the floor.
- (j) A member of the Board may rescind their motion prior to a second. If a second has been made, the Chair must call for

the vote. If the majority of the Board votes to rescind, the Chair will note for the record that the motion was rescinded.

- (k) To ensure a clear administrative record, it is incumbent on Board members making a motion to not speak over another Board member doing the same.
- (l) At any time prior to adjournment of the meeting, a motion may be passed by vote of three members to reconsider, revise, amend or rescind any action made at that meeting, consistent with due process and provided that matters subject to public hearing notice requirements shall require new notice prior to further action on such matters.

B. Voting.

The following are general guidelines for voting:

- (a) Unless a roll call vote is required, the Chair will call for all members voting aye first. Then the Chair will call for members voting no, then votes abstaining. Members are only to respond when the category of vote they are making is called. Please refer to “Conflicts of Interest” (Governance Manual, Section 1.22) for procedure when a Board member has a conflict.
- (b) A member of the Board may abstain from voting on any matter at any time. Said Board member must ensure that their vote for abstention is clearly stated in the record.
- (c) If the vote requires a roll call, the Clerk shall call the roll.
- (d) A Board member may change their vote at any time prior to the next vote of the Board, after which their vote shall be permanently recorded.
- (e) Motions having insufficient votes due to absence or abstention fail. For example, if only four (4) Board members are present and the vote is 2-2, the motion fails.
- (f) If the subject matter is an appeal to the Board from a lower

administrative hearing, a tie vote on each side of the question shall result in no change to the decision appealed.

- (g) When the number of Board members eligible to vote on the matter is insufficient to decide the matter if all voted the same, a member present but abstaining because of a conflict may vote as allowed by the general law. (Please see “Conflict of Interest,” Governance Manual, Section 1.22.)
- (h) An item that has been voted on may be reconsidered during the same agenda on which it was scheduled. The Chair must call for a motion and vote to reconsider, which must pass by a majority, or if required a 4/5 vote, prior to a discussion on the item. If reconsidered, the public must be given another opportunity to comment.

Rule 28 Roll Call Votes

The roll need not be called in voting upon a motion except where specifically required by law or requested by a Board member or the Chair.

2.6 CHAPTER VI – Participation by the Public

Rule 29 Right to Address Board

Subject to the provisions of these Rules, any member of the public shall have the right to address the Board on any matter being considered by the Board, or, during the portion of the regular meeting reserved for public comments, on any issue of interest to the speaker that is within the subject matter jurisdiction of the Board. However, it is out of order for any member of the public to address the Board on a matter that is on the agenda prior to the Chair calling that item or in the case of a public hearing when the Chair opens the public hearing portion. In such an event, the Chair will request the individual wait to comment on the matter until it is called. The Chair may grant limited exceptions based on extenuating circumstances articulated by the individual.

Rule 30 Public Comment Agenda Item

During the item on a regular agenda calling for public comments, a member of the public may directly address the Board on any matter that is within the subject matter jurisdiction of the Board. However, no action may be taken by the Board on such items unless authorized by law.

If the Board Chair identifies a set period of time for public comment, said time shall remain available, even if there are no members of the public wishing to comment. This means that if a late arriving member of the public wishes to comment and has requested so during the set period of time, the Chair must allow said member to comment. This can be taken out of order to avoid interrupting the then-current item of business. The Chair may also set a specific time period at the beginning of the agenda and if members of the public wishing to speak exceed that period of time, the Chair can announce that all further public comments will be taken at the end of the agenda.

Pursuant to the Brown Act, a public comment period is not required for a special or emergency agenda. However, members of the public are able to speak on an item that is included in a special or emergency agenda when such item is called by the Chair.

Rule 31 Addressing the Board

It is the policy of the Board to encourage free speech at its meetings in accordance with these Rules which are intended to facilitate orderly conduct of a public meeting.

The speaker, after approaching the lectern, is requested to announce their name for the record.

All remarks and questions should be addressed to the Board as a whole and not to any individual Board members or staff. Public Comment shall be addressed to the Board and not the audience.

The Board will not prohibit public criticism of the policies, procedures, programs or services of the Board or of the acts or omissions of the Board.

Rule 32 Time Limits

- (a) For every regular meeting, each member of the public may address the Board on agenda items and/or during public comment.

The Chair retains the authority, in their discretion, to establish a set period of time for each public comment. The Chair may extend said time period at their discretion for an individual speaker or a representative of a group.

- (b) When any group of persons desires to address the Board on the same subject matter, the Chair may ask that a spokesperson be chosen to represent the group, so as to avoid unnecessary repetition.

- (c) A speaker's time will be tolled by the Clerk if the speaker is questioned or interrupted by the Chair, or by members of the Board, including the time for the speaker to respond to such questioning.
- (d) A member of the public utilizing the services of a translator shall be allotted twice the amount of time to speak as other individual public speakers to ensure that non-English speakers receive the same opportunity to address the Board.

Rule 33 Disorderly Conduct or Disruption of Meeting

Each person who addresses the Board shall refrain from making personal, impertinent, slanderous or truly profane remarks to any member of the Board, staff or the general public. Any person who makes such remarks, or who utters loud, threatening, personal, or abusive language, or who engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Board meeting shall, at the discretion of the Chair, be ruled "out of order" and directed to end their remarks and be seated. If such conduct thereafter continues so as to disrupt the orderly conduct of the public's business, the Chair may order the person to leave or cause said person be removed from the meeting room.

Prior to removing an individual, the Chair shall warn the individual that their behavior is disrupting the meeting and that their failure to cease their behavior may result in their removal. The Chair may then remove or have the individual removed if they do not promptly cease their disruptive behavior. "Disrupting" means engaging in behavior during a meeting of the Board that actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting and includes but is not limited to one of the following:

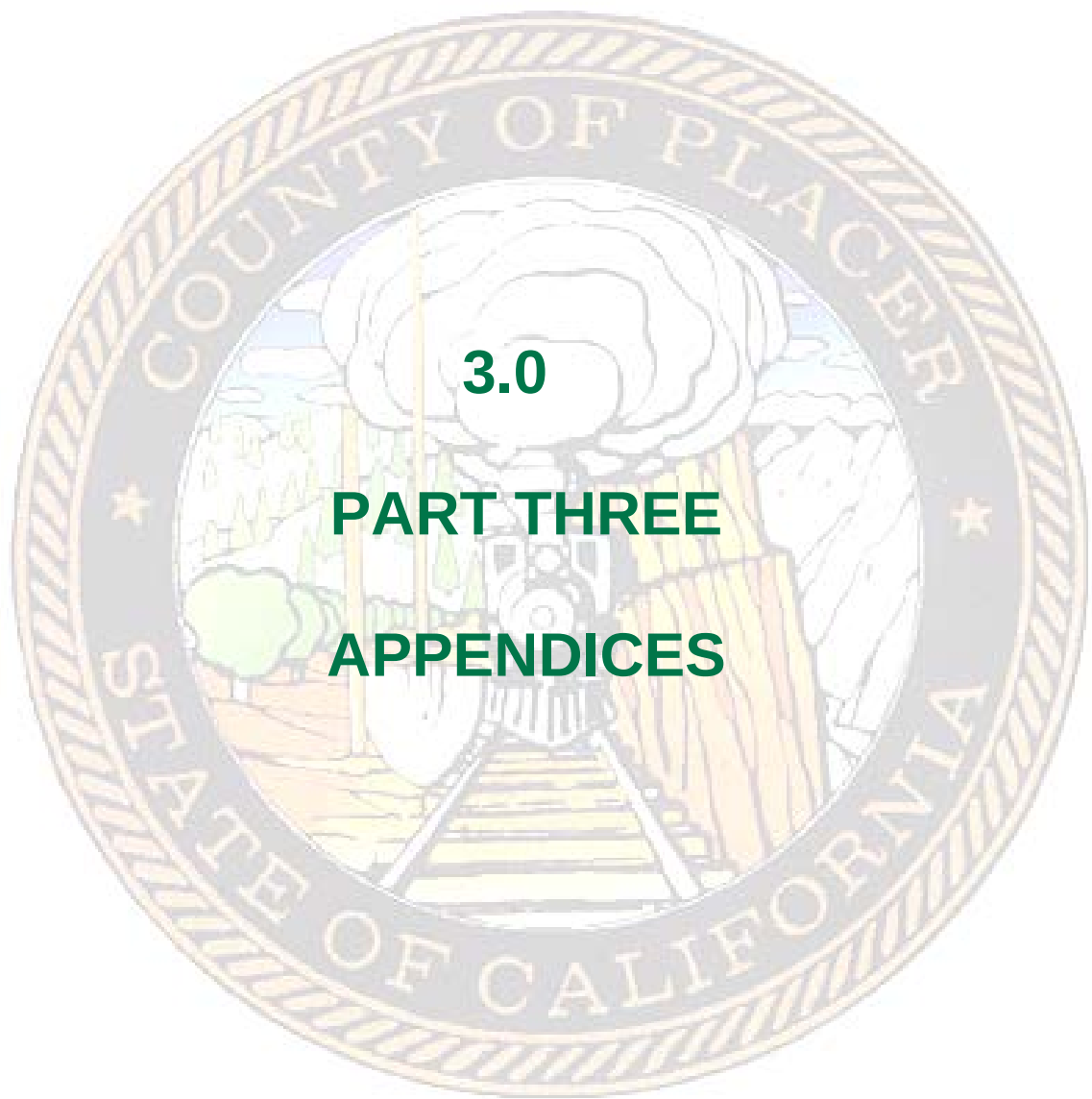
- (a) A failure to comply with reasonable and lawful regulations adopted by the Board pursuant to Government Code Section 54954.3 or any other law; and/or

- (b) Engaging in behavior that constitutes use of force or a true threat of force. “True threat of force” means a threat that has sufficient indicia of intent, and seriousness, that a reasonable observer would perceive it to be an actual threat to use force by the person making the threat (Govt. Code, § 54957.95).

In the event that any meeting is willfully interrupted 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 individuals who are willfully interrupting the meeting, the Chair may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the Board from readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting. (Govt. Code, § 54957.9.)

Rule 34 Security and Prohibition of Banners/Signs or Other Hazardous Objects in Board Room

Signs, posters, banners or other hazardous objects that actually disrupt the meeting or block the camera views shall be prohibited in the meeting room. Any large object/container that may be deemed a hazardous object which could impair the safety of individuals in the event of an emergency will be prohibited in the Boardroom.



3.0

PART THREE

APPENDICES

APPENDIX 1

Board of Supervisors County of Placer (1886 to 11-13-2022)

Year	Elected Supervisor	District
2022	<i>*Gore, Bonnie</i>	1
	<i>*Weygandt, Robert</i>	2
	<i>Holmes, Jim</i>	3
	<i>Jones, Suzanne</i>	4
	<i>Gustafson, Cindy</i>	5
2021	<i>Gore, Bonnie</i>	1
	<i>Weygandt, Robert</i>	2
	<i>Holmes, Jim</i>	3
	<i>Jones, Suzanne</i>	4
	<i>Gustafson, Cindy</i>	5
2020	<i>Gore, Bonnie</i>	1
	<i>Weygandt, Robert</i>	2
	<i>*Holmes, Jim</i>	3
	<i>*Uhler, Kirk</i>	4
	<i>*Gustafson, Cindy</i>	5
2019	<i>Gore, Bonnie</i>	1
	<i>Weygandt, Robert</i>	2
	<i>Holmes, Jim</i>	3
	<i>Uhler, Kirk</i>	4
	<i>Montgomery, Jennifer</i>	5
	<i>Gustafson, Cindy</i>	5
2018	<i>*Duran, Jack</i>	1
	<i>*Weygandt, Robert</i>	2
	<i>Holmes, Jim</i>	3
	<i>Uhler, Kirk</i>	4
	<i>Montgomery, Jennifer</i>	5
2017	<i>Duran, Jack</i>	1
	<i>Weygandt, Robert</i>	2
	<i>Holmes, Jim</i>	3
	<i>Uhler, Kirk</i>	4
	<i>Montgomery, Jennifer</i>	5
2016	<i>Duran, Jack</i>	1
	<i>Weygandt, Robert</i>	2
	<i>*Holmes, Jim</i>	3
	<i>*Uhler, Kirk</i>	4
	<i>*Montgomery, Jennifer</i>	5
2015	<i>Duran, Jack</i>	1
	<i>Weygandt, Robert</i>	2
	<i>Holmes, Jim</i>	3
	<i>Uhler, Kirk</i>	4
	<i>Montgomery, Jennifer</i>	5

Year	Elected Supervisor	District
2014	<i>*Duran, Jack</i>	1
	<i>*Weygandt, Robert</i>	2
	<i>Holmes, Jim</i>	3
	<i>Uhler, Kirk</i>	4
	<i>Montgomery, Jennifer</i>	5
2013	<i>Duran, Jack</i>	1
	<i>Weygandt, Robert</i>	2
	<i>Holmes, Jim</i>	3
	<i>Uhler, Kirk</i>	4
	<i>Montgomery, Jennifer</i>	5
2012	<i>Duran, Jack</i>	1
	<i>Weygandt, Robert</i>	2
	<i>*Holmes, Jim</i>	3
	<i>*Uhler, Kirk</i>	4
	<i>*Montgomery, Jennifer</i>	5
2011	<i>Duran, Jack</i>	1
	<i>Weygandt, Robert</i>	2
	<i>Holmes, Jim</i>	3
	<i>Uhler, Kirk</i>	4
	<i>Montgomery, Jennifer</i>	5
2010	<i>*Rockholm F.C. "Rocky"</i>	1
	<i>*Weygandt, Robert</i>	2
	<i>Holmes, Jim</i>	3
	<i>Uhler, Kirk</i>	4
	<i>Montgomery, Jennifer</i>	5
2009	<i>Rockholm F.C. "Rocky"</i>	1
	<i>Weygandt, Robert</i>	2
	<i>Holmes, Jim</i>	3
	<i>Uhler, Kirk</i>	4
	<i>Montgomery, Jennifer</i>	5
2008	<i>Rockholm F.C. "Rocky"</i>	1
	<i>Weygandt, Robert</i>	2
	<i>*Holmes, Jim</i>	3
	<i>*Uhler, Kirk (filled term)</i>	4
	<i>*Kranz, Bruce</i>	5
2007	<i>Rockholm, F.C. "Rocky"</i>	1
	<i>Weygandt, Robert</i>	2
	<i>Holmes, Jim</i>	3
	<i>Uhler, Kirk (filled term)</i>	4
	<i>Kranz, Bruce</i>	5

Year	Elected Supervisor	District
2006	*Santucci, Bill	1
	*Weygandt, Robert	2
	Holmes, Jim	3
	Gaines, Ted (resigned)	4
	Kranz, Bruce	5
2005	Santucci, Bill	1
	Weygandt, Robert	2
	Holmes, Jim	3
	Gaines, Ted	4
	Kranz, Bruce	5
2004	Santucci, Bill	1
	Weygandt, Robert	2
	*White, Harriet	3
	*Gaines, Ted	4
	*Bloomfield, Rex	5
2003	Santucci, Bill	1
	Weygandt, Robert	2
	White, Harriet	3
	Gaines, Ted	4
	Bloomfield, Rex	5
2002	Santucci, Bill	1
	Weygandt, Robert	2
	White, Harriet	3
	Gaines, Ted	4
	Bloomfield, Rex	5
2001	Santucci, Bill	1
	Weygandt, Robert	2
	White, Harriet	3
	Gaines, Ted	4
	Bloomfield, Rex	5
2000	Santucci, Bill	1
	Weygandt, Robert	2
	White, Harriet	3
	Williams, Jim	4
	Bloomfield, Rex	5
1999	Santucci, Bill	1
	Weygandt, Robert	2
	White, Harriet	3
	Williams, Jim	4
	Bloomfield, Rex	5
1998	Santucci, Bill	1
	Weygandt, Robert	2
	White, Harriet	3
	Williams, Jim	4
	Bloomfield, Rex	5
1997	Santucci, Bill	1
	Weygandt, Robert	2
	White, Harriet	3
	Williams, Jim	4
	Bloomfield, Rex	5

Year	Elected Supervisor	District
1996	Santucci, Bill	1
	Weygandt, Robert	2
	Lichau, Ron	3
	Uhler, Kirk	4
	Bloomfield, Rex	5
1995	Santucci, Bill	1
	Weygandt, Robert	2
	Lichau, Ron	3
	Uhler, Kirk	4
	Bloomfield, Rex	5
1994	Ozenick, Phil	1
	Ferreira, Alex	2
	Lichau, Ron	3
	Uhler, Kirk	4
	Bloomfield, Rex	5
1993	Ozenick, Phil	1
	Ferreira, Alex	2
	Lichau, Ron	3
	Uhler, Kirk	4
	Bloomfield, Rex	5
1992	Ozenick, Phil	1
	Ferreira, Alex	2
	Beland, George	3
	Hogg, Susan	4
	Fluty, Mike	5
1991	Ozenick, Phil	1
	Ferreira, Alex	2
	Beland, George	3
	Hogg, Susan	4
	Fluty, Mike	5
1990	Mahan, Robert	1
	Ferreira, Alex	2
	Beland, George	3
	Hogg, Susan	4
	Fluty, Mike	5
1989	Mahan, Robert	1
	Ferreira, Alex	2
	Beland, George	3
	Hogg, Susan	4
	Fluty, Mike	5
1988	Mahan, Robert	1
	Ferreira, Alex	2
	Cook, Theresa	3
	Lee, Mike	4
	Henrikson, Erick	5
1987	Mahan, Robert	1
	Ferreira, Alex	2
	Cook, Theresa	3
	Lee, Mike	4
	Henrikson, Erick	5

Year	Elected Supervisor	District
1986	Mahan, Robert	1
	Ferreira, Alex	2
	Cook, Theresa	3
	Lee, Mike	4
	Henrikson, Erick	5
1985	Mahan, Robert	1
	Ferreira, Alex	2
	Cook, Theresa	3
	Lee, Mike	4
	Henrikson, Erick	5
1984	Mahan, Robert	1
	Ferreira, Alex	2
	Cook, Theresa	3
	Lee, Mike	4
	Sevison, Larry	5
1983	Mahan, Robert	1
	Ferreira, Alex	2
	Cook, Theresa	3
	Lee, Mike	4
	Sevison, Larry	5
1982	Mahan, Robert	1
	Ferreira, Alex	2
	Cook, Theresa	3
	Lee, Mike	4
	Sevison, Larry	5
1981	Mahan, Robert	1
	Ferreira, Alex	2
	Cook, Theresa	3
	Lee, Mike	4
	Sevison, Larry	5
1980	Mahan, Robert	1
	Ferreira, Alex	2
	Cook, Theresa	3
	Lee, Mike	4
	Henry, Jim	5
1979	Mahan, Robert	1
	Ferreira, Alex	2
	Cook, Theresa	3
	Lee, Mike	4
	Henry, Jim	5
1978	Mahan, Robert	1
	Ferreira, Alex	2
	Cook, Theresa	3
	Lee, Mike	4
	Henry, Jim	5
1977	Mahan, Robert	1
	Ferreira, Alex	2
	Cook, Theresa	3
	Lee, Mike	4
	Henry, Jim	5

Year	Elected Supervisor	District
1976	Mahan, Robert	1
	Ferreira, Alex	2
	Thompson, Ray	3
	Lee, Mike	4
	Henry, Jim	5
1975	Mahan, Robert	1
	Ferreira, Alex	2
	Thompson, Ray	3
	Lee, Mike	4
	Henry, Jim	5
1974	Mahan, Robert	1
	Ferreira, Alex	2
	Thompson, Ray	3
	Lee, Mike	4
	Henry, Jim	5
1973	Mahan, Robert	1
	Ferreira, Alex	2
	Thompson, Ray	3
	Lee, Mike	4
	Henry, Jim	5
1972	Mahan, Robert	1
	Ferreira, Alex	2
	Thompson, Ray	3
	Paolini, J.B.	4
	Briner, Bill	5
1971	Mahan, Robert	1
	Ferreira, Alex	2
	Thompson, Ray	3
	Paolini, J.B.	4
	Briner, Bill	5
1970	Mahan, Robert	1
	Radovich, Robert (Tiny)	2
	Thompson, Ray	3
	Paolini, J.B.	4
	Briner, Bill	5
1969	Mahan, Robert	1
	Radovich, Robert (Tiny)	2
	Thompson, Ray	3
	Paolini, J.B.	4
	Briner, Bill	5
1968	Mahan, Robert	1
	Radovich, Robert (Tiny)	2
	Jones, Will	3
	Paoli, Frank J.	4
	Briner, Bill	5
1967	Mahan, Robert	1
	Radovich, Robert (Tiny)	2
	Jones, Will	3
	Paoli, Frank J.	4
	Briner, Bill	5

Year	Elected Supervisor	District
1966	Lambert, George A.	1
	Radovich, Robert (Tiny)	2
	Jones, Will	3
	Paoli, Frank J.	4
	Briner, Bill	5
1965	Lambert, George A.	1
	Radovich, Robert (Tiny)	2
	Jones, Will	3
	Paoli, Frank J.	4
	Briner, Bill	5
1964	Lambert, George A.	1
	Radovich, Robert (Tiny)	2
	Anderson, J.O.	3
	Paoli, Frank J.	4
	Briner, Bill	5
1963	Lambert, George A.	1
	Radovich, Robert (Tiny)	2
	Anderson, J.O.	3
	Paoli, Frank J.	4
	Briner, Bill	5
1962	Doyle, Thomas E.	1
	Radovich, Robert (Tiny)	2
	Anderson, J.O.	3
	Paoli, Frank J.	4
	Briner, Bill	5
1961	Doyle, Thomas E.	1
	Radovich, Robert (Tiny)	2
	Anderson, J.O.	3
	Paoli, Frank J.	4
	Briner, Bill	5
1960	Doyle, Thomas E.	1
	Radovich, Robert (Tiny)	2
	Anderson, J.O.	3
	Paoli, Frank J.	4
	Anderson, L.L.	5
1959	Doyle, Thomas E.	1
	Radovich, Robert (Tiny)	2
	Anderson, J.O.	3
	Paoli, Frank J.	4
	Anderson, L.L.	5
1958	Paolini, J.B.	1
	Boyington, John E.	2
	Anderson, J.O.	3
	Paoli, Frank J.	4
	Anderson, L.L.	5

Year	Elected Supervisor	District
1957	Paolini, J.B.	1
	Boyington, John E.	2
	Anderpspon, J.O.	3
	Paoli, Frank J.	4
	Anderson, L.L.	5
1956	Paolini, J.B.	1
	Boyington, John E.	2
	Waddle, Wesley J.	3
	Paoli, Frank J.	4
	Anderson, L.L.	5
1955	Paolini, J.B.	1
	Boyington, John E.	2
	Waddle, Wesley J.	3
	Paoli, Frank J.	4
	Anderson, L.L.	5
1954	Paolini, J.B.	1
	Boyington, John E.	2
	Waddle, Wesley J.	3
	Paoli, Frank J.	4
	Anderson, L.L.	5
1953	Paolini, J.B.	1
	Boyington, John E.	2
	Waddle, Wesley J.	3
	Paoli, Frank J.	4
	Anderson, L.L.	5
1952	Paolini, J.B.	1
	Boyington, John E.	2
	Haines, William	3
	Paoli, Frank J.	4
	Anderson, L.L.	5
1951	Paolini, J.B.	1
	Boyington, John E.	2
	Haines, William	3
	Paoli, Frank J.	4
	Anderson, L.L.	5
1950	Paolini, J.B.	1
	Boyington, John E.	2
	Haines, William	3
	Paoli, Frank J.	4
	Anderson, L.L.	5
1949	Paolini, J.B.	1
	Boyington, John E.	2
	Haines, William	3
	Paoli, Frank J.	4
	McFadden, J.W.	5

Year	Elected Supervisor	District
1948	Paolini, J.B.	1
	Boyington, John E.	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1947	Paolini, J.B.	1
	Boyington, John E.	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1946	Shelley	1
	Boyington, John E.	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1945	Shelley	1
	Boyington, John E.	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1944	Shelley	1
	Boyington, John E.	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1943	Shelley	1
	Boyington, John E.	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1942	Shelley	1
	Boyington, John E.	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1941	Shelley	1
	Boyington, John E.	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1940	Shelley	1
	Boyington, John E.	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1939	Shelley	1
	Boyington, John E.	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5

Year	Elected Supervisor	District
1938	Shelley	1
	Boyington, John E.	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1937	Shelley	1
	Boyington, John E.	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1936	Shelley	1
	Boyington, John E.	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1935	Shelley	1
	Neff	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1934	Shelley	1
	Neff	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1933	Shelley	1
	Neff	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1932	Shelley	1
	Neff	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	Langstaff, M.C.	5
1931	Shelley	1
	Neff	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	Langstaff, M.C.	5
1930	Haman, William	1
	Neff	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	Langstaff, M.C.	5
1929	Haman, William	1
	Neff	2
	Haines, William	3
	Geisendorfer, Charles A.	4
	Langstaff, M.C.	5

Year	Elected Supervisor	District
1918	Haman, William	1
	Correa, J.K. Jr.	2
	Keena	3
	Geisendorfer, Charles A.	4
	Langstaff, M.C.	5
1916	Haman, William	1
	Correa, J.K. Jr.	2
	Collins, George P.	3
	Geisendorfer, Charles A.	4
	Langstaff, M.C.	5
1915	Haman, William	1
	Correa, J.K. Jr.	2
	Collins, George P.	3
	Geisendorfer, Charles A.	4
	Langstaff, M.C.	5
1914	Haman, William	1
	Brennan, James J.	2
	Collins, George P.	3
	Geisendorfer, Charles A.	4
	McKinley, C.D.	5
1913	Haman, William	1
	Brennan, James J.	2
	Collins, George P.	3
	Geisendorfer, Charles A.	4
	McKinley, C.D.	5
1912	Haman, William	1
	Brennan, James J.	2
	Predom, Moses J.	3
	Geisendorfer, Charles A.	4
	Bisbee, George H.	5
1911	Haman, William	1
	Brennan, James J.	2
	Predom, Moses J.	3
	Geisendorfer, Charles A.	4
	Bisbee, George H.	5
1910	Williamson, H.S.	1
	Brennan, James J.	2
	Predom, Moses J.	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1909	Williamson, H.S.	1
	Brennan, James J.	2
	Predom, Moses J.	3
	Geisendorfer, Charles A.	4
	McFadden, J.W.	5
1908	Hill, Ed. E.	1
	Brennan, James J.	2
	Waldo, A.S.	3
	Kilgo, William	4
	Bisbee, George H.	5

Year	Elected Supervisor	District
1907	Hill, Ed. E.	1
	Brennan, James J.	2
	Waldo, A.S.	3
	Kilgo, William	4
	Bisbee, George H.	5
1904	Hill, Ed. E.	1
	Hawk, J. N.	2
	Freeman, W.A.	3
	Kilgo, William	4
	McAninch, John	5
1902	Adams, L. D.	1
	Capp, R.H.	2
	Freeman, W.A.	3
	Kilgo, William	4
	McAninch, John	5
1897	Mariner, J.S.	1
	Schnabel	2
	Kenison	3
	Hayford	4
	McAninch, John	5
1895	Mariner, J.S.	1
	Coker	2
	Damsguard, John	3
	Keown, J.H.	4
	McAninch, John	5
1893	Mariner, J.S.	1
	Hewes, G.B.	2
	Damsguard, John	3
	Keown, J.H.	4
	Spear, D.W.	5
1891	Mariner, J.S.	1
	Hewes, G.B.	2
	Damsguard, John	3
	Keown, J.H.	4
	Pullen, Sam J.	5
1890	Allen, D.L.	1
	Mansur, H.	2
	Damsguard, John	3
	Keown, J.H.	4
	Pullen, Sam J.	5
1886	Allen, D.L.	1
	Culver, J.A.	2
	Barrett, H.	3
	Keown, J.H.	4
	Stevens, S.M.	5

APPENDIX 2

Excerpts from Robert's Rules of Order – Motions

Main Motions

Original main motions are motions that bring a substantive question to the assembly for debate and action; these are different from **incidental main motions**, which are motions dealing with the procedure of the assembly, like the **call/or the orders of the day** motion.

Characteristics of Main Motions

- Every other motion takes precedence over the main motion,
- Main motions cannot be applied to any other motions.
- They must be seconded.
- There can be only one main motion on the floor at a time.
- They are debatable, amendable, and can be reconsidered.
- They mostly require a majority vote.

After a member brings a motion to the assembly, the assembly must either consider the motion or dispose of the motion; to fully consider a motion:

- The assembly debates the motion, unless no one in the assembly wants to debate the motion;
- The chairperson puts the motion to a vote; and
- The chairperson announces the results of the vote.

10 Easy Steps for Making Motions

1. The member asks permission from the chairperson for the floor.
2. The chairperson grants permission.
3. The member makes the motion, stating, "I move to...."
4. The chairperson asks for any seconds.
5. Members may stand and call out "Second," or they may simply call out "Second"; if there is no second, the motion fails immediately.
6. If there is a second, the chairperson states the question of the motion; this opens debate.
7. The assembly debates the motion; during this time, the motion may be amended or tabled for further debate at a later time.
8. When debate is finished, the chairperson puts the motion to a vote.

9. The chairperson counts the votes.
10. The chairperson announces the votes and enacts or defeats the motion.

Subsidiary Motions

There are different types of motions; **subsidiary motions** deal with the original main motion, such as:

- **Postpone indefinitely**, which kills the original main motion without a direct vote on it;
- **Amend**, which modifies something in the main motion before the assembly acts on the motion (**NOTE:** The assembly must agree to amend the motion and then agree on the amendment before the amendment can be thought of as the main motion);
- **Commit or refer**, which assigns the motion to a committee for investigation or a report;
- **Postpone definitely**, which puts off the question until an expressed time;
- **Limit or extend debate**, which either shortens or lengthens the time for debate on a motion if the assembly needs it;
- **Previous question**, which closes debate and amendments, bringing the assembly to a vote on the motion; and
- **Lay on the table**, which interrupts the current business to introduce urgent business immediately.

Subsidiary motions have four characteristics that make them subsidiary:

- These motions always apply to motions and do something to them, or change their status;
- They may be applied to any main motion;
- They fit an order of preference; and
- They may be applied **at** any time from the point when the chairperson states a question upon which they may be applied to the time when the question is voted upon.

Privileged Motions

Privileged motions do not relate to any business, but they take precedence over everything else in the assembly; these motions include:

- **Call for the orders of the day**, which need not be seconded;
- **Raising a question of privilege**, which permits an emergency motion or question dealing with the rights and privileges of the members;
- **Recess**, which gives the assembly a short break;

- **Adjourn**, which closes the meeting; and
- **Fix the time to which to adjourn**, which sets the time for the meeting to end.

Privileged motions are privileged because they take precedence over debate to deal with urgent procedural matters.

Incidental Motions

Incidental motions do not necessarily relate to business but answer questions of procedure with regard to motions; they are in order only when they are legitimately incidental to another pending motion or to other business at hand, at which point they take precedence over any other pending motions; they must be decided before business can continue; these motions include:

- **Point of order**, which asks the chairperson for a ruling and enforcement of the rules when a member thinks the rules were broken, which need not be seconded;
- **Appeal**, which takes away a decision from the chairperson and gives it to the assembly if a member thinks the chairperson's decision was wrong;
- **Suspend the rules**, which suspends the rules when the assembly wants to do something it cannot do without breaking the rules;
- **Objection to the consideration of a question**, which avoids a main motion if the assembly thinks the motion should have never come before it;
- **Division of a question**, which separates different parts of a question or motion that can stand on their own;
- **Consideration by paragraph or seriatim**, which permits debate on different parts of a long motion or question without putting the different parts into question; and
- **Division of the assembly**, which requires the chairperson to take a vote by each member rising to give his/her vote.

Enacting Motions

For an assembly to enact or approve the motion, the assembly needs to *vote* on it; usually a majority of votes is needed to enact or approve the motion; however, certain motions require a two-thirds majority of voters to approve the motion; these include motions that:

- Suspend or modify a rule of order;
- Prevent the introduction of a question for consideration;
- Close, limit, or extend the limits of debate;
- Close nominations, polls, or otherwise limit voting; and

- Take away membership or an office.

Form of Popular Motions

<i>When you want to make a motion to....</i>	<i>You say...</i>
Postpone indefinitely	I move to postpone the motion indefinitely.
Amend	I move to amend the motion by ...
Postpone to a date and/or time certain	I move to postpone the motion to <i>[add date and if applicable time]</i> .
Limit or extend debate	I move to limit/extend the time for debate ...
Previous question	I move for the previous question ...
Table	I move to table ...
Un-table	I move to un-table ...
Recess	I move for a recess ...
Adjourn	I move to adjourn.
Rescind	I move to rescind my motion.
Reconsideration	I move for a reconsideration of <i>[add agenda item number and subject of item]</i> .
Vote	I move to vote on ...
Nominate	I move to nominate ...