



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 3/26/2024

To: Board of Supervisors

Department or Agency Name(s): County Counsel and County Administrator's Office

Staff Name and Phone Number: Joshua Myers, Chief Deputy County Counsel, (707) 565-2421; Jennifer Solito, Assistant CAO, (707) 565-2241

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Adopt revised Board Rules of Procedures

Recommended Action:

Adopt revised Board Rules of Procedures.

Executive Summary:

Government Code section 25003 permits the Board of Supervisors to “make and enforce rules and regulations necessary for the government of the board, the preservation of order, and the transaction of business.” The Board last updated the Board Rules of Procedures (“Rules”) in January of 2022. The current proposed revisions are intended to align and update several provisions with current practices and includes language in support of the Board’s commitment to preserving a “discrimination free environment” during Board meetings.

Discussion:

As stated in the Rules, the Institute for Local Government recommends local governments establish a set of rules and procedures for facilitating the decision-making process in a smooth and fair manner. The purpose of the County of Sonoma Board’s Rules is to foster understanding and respect for the democratic process, facilitate compliance with applicable laws, encourage public participation, provide guidance on decorum, and enhance effective and efficient management of Board meetings.

The Rules shall apply to the Board of Supervisors of the County of Sonoma whether sitting as the Board of Supervisors of the County or as the governing board of any other district, commission, authority or board, including the Community Development Commission, the Sonoma County Agricultural Preservation and Open Space District, the Sonoma County Water Agency, the Sonoma County Public Financing Corporation, the Sonoma County In-Home Supportive Services Public Authority, and several local sanitation districts.

These Rules are intended to expedite the transaction of business of the Board in an orderly fashion and 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 the law. Except as otherwise provide by law, these Rules, or any one of them, may be suspended by a majority of the Board.

The revisions recommended include changes to reflect current practices related to the preparation and

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scheduling of items for Board consideration, the Board’s commitment to a discrimination free environment pursuant to state law and the orderly conduct of public meetings, and the general order of agenda.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

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Prior Board Actions:

January 2022 -Board adopted revisions to the Board Rules of Procedures.

FISCAL SUMMARY

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

N/A

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

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Attachments:

March 2023 Board Rules of Procedures - proposed final version

March 2023 Board Rules of Procedure - recommended amendments

Related Items "On File" with the Clerk of the Board:

N/A