

COUNTY  
OF INYO

# BOARD GOVERNANCE AND RULES OF PROCEDURE



Approved by the Inyo County Board of Supervisors on March 8, 2022/REVISED: December 3, 2024

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# INTRODUCTION

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## **BOARD GOVERNANCE**

Governance is the act of transforming the needs and desires of the community into policies that direct the organization. The Board of Supervisors serves as a team dedicated to the act of responsible governance, and the way in which each team member performs his or her role is critical. Whether in Board Chambers, out in the community or at home, Board members are always stewards and the public face of the County.

The integrity of the County's reputation is dependent upon the responsible and professional manner in which each Board member, and the Board collectively, fulfills governance roles and responsibilities. The demeanor of the governance team members sends an important message to employees and the public. In all relationships, dealings and transactions, Board members should act with integrity, openness, respect and honesty. Through these values, the governance team strives to earn and convey trust. The team retains public trust through efficient and cost-effective stewardship of resources.

Utilizing effective governance practices, private citizens, once elected to the Board of Supervisors, work with the County Administrator to keep the organization's efforts focused on its mission, values and strategic goals. The community elects Board members to set and monitor the direction of the County with the County Administrator, who translates this direction into action. It is therefore vital that the Board and County Administrator maintain a respectful and productive working relationship based on trust and open communication.

When the governance team performs their duties effectively, the opportunity to create a climate for excellence increases dramatically.

## **GOVERNANCE CULTURE**

An excellent governance culture is characterized by a Board that operates in an environment of trust, respect, and professional demeanor at all times. The Board sets the tone for the entire County in how it carries out its governance responsibilities.

The Inyo County Board of Supervisors will strive to:

- Show up to meetings prepared and on time.
- Govern as a team that is strategically focused and mission driven.
- Establish and govern within a culture of curiosity and inquiry.

- Use active listening and thoughtfully consider each decision.
- Show mutual respect and tolerance for each other, staff, and citizens.
- Be respectful of people’s time by adhering to time constraints imposed by the published agenda.
- Have a sincere desire and willingness to compromise, along with an appreciation and commitment to move forward remembering sometimes people must be flexible to get things done.
- Show a desire to cause no harm to others.
- Act with honesty and integrity.

## **BOARD GUIDELINES**

In addition to abiding by the rules of procedure outlined in this document, members of the Inyo County Board of Supervisors agree to the following guidelines for working with each other, staff members and the community.

### **Roles and Responsibilities**

- As elected representatives of the people of Inyo County, set the direction and policy of the organization.
- Ensure fiscal responsibility.
- Set strategic priorities and goals as the means to implement direction and policy, and to align goals and resources.

### **Governance Principles**

- **Prepared and Informed:** Read and research meeting materials; engage with colleagues, staff, and public with respect and dignity; make decisions based on data and evidence; continually learn about county issues, services, and programs.
- **Transparency and Accessibility:** Use Board report section of regular meetings to inform colleagues, staff, and public about activities relating to Board assignments, and constituent issues; use role as elected representative to communicate Board actions and policies and be willing to hear concerns and answer questions in a variety of media (phone calls, emails, etc.).

- **High Ethical Standards:** Meet and exceed requirements of the Fair Political Practices Commission; demonstrate a commitment to training and compliance with laws governing personal financial gain, special privileges and perks, fairness, open government, whistle-blowing protections, and staff relations issues.
- **Partnership with CAO and Staff:** Support the CAO in managing the County; agree to established rules in interacting with staff (bringing any requests of staff that require significant resources back to the full Board for consideration).

## **RULES OF PROCEDURE OF THE BOARD OF SUPERVISORS INYO COUNTY, CALIFORNIA**

### **I. PURPOSE**

The purpose of these Rules of Procedure (“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.

### **II. GENERAL**

#### **Rule 1. Applicability of Rules**

These Rules are adopted pursuant to Government Code §25003. The Rules shall apply to the Board of Supervisors of the County of Inyo whether sitting as the Board of Supervisors of the County or as the governing board of any other commission, authority or board.

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 provided by law, these Rules, or any one of them, may be suspended by a majority of the Board.

These Rules supersede and replace all rules of procedure previously adopted by the Board.

#### **Rule 2. Definitions**

In interpreting these Rules:

- a) “Board” refers to the Board of Supervisors of Inyo County, whether sitting as the Board of Supervisors of the County or as the governing body of any other authority or board
- b) “Board member” or “member” refers to a member of the Board

- c) “Chair” or “Vice-Chair” refers to the Board members elected to those respective offices
- d) “Clerk” refers to the Clerk/Assistant Clerk of the Board of Inyo County
- e) “County Administrator” refers to the County Administrative Officer of Inyo County

### **III. MEETINGS**

#### **Rule 3. Regular Meetings and Annual Calendar**

Per Inyo County Code Section 2.04.010, regular meetings of the Board of Supervisors of Inyo County shall be annually set by Resolution. The time for regular meetings to commence shall be set by the clerk of the board of supervisors between eight a.m. and ten a.m. depending upon the needs of the members of the board of supervisors and the items to be heard on their agenda. Regular meetings shall be conducted in the board of supervisors' chambers in the county administrative center in the town of Independence unless otherwise indicated on the annual Resolution setting the regular meeting schedule. Any meeting may be cancelled upon the order of the Chair, or by a majority of the members of the Board.

Meetings will be accessible to the public remotely. Information about accessing remote meetings can be found online at <https://www.inyocounty.us/government/board-supervisors> and on published agendas.

An annual calendar of meetings shall be developed by the Assistant Clerk of the Board in consultation with the Clerk/CAO. The calendar will include all known regular meetings and made available to the Board and staff, and posted online, by mid-November. All regularly scheduled meetings shall also be streamed live over the Internet unless technologically infeasible, and shall be archived and available for later online viewing. If a video recording is infeasible, an audio recording shall be created. Videos shall be available on the County website at: <https://inyococa.civicclerk.com/web/home.aspx>.

#### **Rule 4. Special Meetings, Budget Hearings, Workshops and Planning Meetings**

Special meetings may be called at any time by the Chair, or by a majority of the Board members. Upon the call of a special meeting, the Clerk will prepare and distribute, at least 24 hours before the time of the special meeting, an agenda for the meeting, which shall serve as written notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed. The notice will be posted and distributed as required by law. No other business shall be considered at these meetings (Government Code §54956).

Budget Hearings, Workshops, Study Sessions, and Planning Meetings may be called by the Chair or a majority of the Board at times and locations in accordance with law and specified provisions.

#### **Rule 5. Emergency Meetings**

Emergency meetings may be called by the Chair or by a majority of the Board, 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. Upon the call of an emergency meeting, the Clerk shall give notice of the meeting, and comply with posting requirements (Government Code §54956.5).

#### **Rule 6. Closed Sessions**

Prior to holding any Closed Session, the Chair shall announce the session in an open meeting. The listing of such items on the agenda shall constitute such announcement. The Chair shall provide an opportunity for public comment on items on the Closed Session agenda. Exceptions may be made for scheduling conflicts at the discretion of the Chair. During Closed Session, the Board may discuss or consider only those items on the agenda. At the conclusion of the closed session, County Counsel shall orally report in an open meeting whether any action was taken, and if so, what that action was, where required by law (Government Code §54957.1). The Board may recess from a Closed Session and reconvene into Closed Session later in the meeting in order to continue discussion of scheduled Closed Session items.

### **IV. ELECTIONS, POWERS, DUTIES OF THE CHAIR AND VICE-CHAIR**

#### **Rule 7. Annual Selection of Chair and Vice Chair**

At its first regular meeting in January, the Board shall nominate and elect from its membership a Chair and Vice-Chair, whose terms will begin immediately. The Chair and Vice-Chair serve until the election of their successors. It is intended that the Supervisor elected as Vice-Chair will succeed the Chair in the following year. In the event the rotation falls on a district with the Supervisor in his or her first year, he or she shall be skipped for election to Chair in favor of the next Supervisor in line, and instead be nominated Vice-Chair. Elections will be held in deference to the traditional order of succession/rotation: District 1, District 4, District 3, District 5, District 2.

#### **Rule 8. Powers of Chair and Vice-Chair**

The Chair shall serve as presiding officer of the Board, rule on questions of procedure, and

execute official Board records and documents presented by the County Administrator/Clerk. In the absence or unavailability of the Chair, the Vice-Chair shall call the meeting to order and serve as presiding officer. The Vice-Chair shall have and exercise all powers and duties of the Chair for meetings over which he or she is called to preside and at ceremonial and official functions which the Chair does not attend.

## **V. AGENDAS AND AGENDA MATERIAL**

### **Rule 9. Meeting Agenda**

At least 72 hours before a regular meeting, the Clerk shall post an agenda. The agenda shall consist of a brief statement of each item to be considered by the Board (Government Code §54950). The agenda shall indicate the time and location of the meeting and shall be posted as required by law.

### **Rule 10. Addendums/Supplemental Agenda Items**

At least 72 hours before a regular meeting, the Clerk shall prepare, post, and distribute all addendums/supplemental agendas when there has been an item added, continued, deleted, and/or modified since the distribution of the initial meeting agenda.

### **Rule 11. Use of Online Agenda Software**

All Departments/Agencies shall use designated Agenda Software to prepare agenda items and submit supporting documents. Departments will follow the protocols established by the Clerk of the Board and work directly with the Clerk if they require assistance in creating an agenda item.

### **Rule 12. Department/Agency Agenda Responsibilities**

When submitting an item for consideration by the Board, it is the responsibility of the originating Department or Agency to provide all required information, and to meet all established deadlines. Exceptions to deadlines will be considered if items are deemed to be time sensitive or of special importance to a Board member. Board members, in consultation with the Board Chair, shall work in a timely fashion with the CAO, Assistant Clerk of the Board, or pertinent department head when needing to add items to an agenda. Board member requests shall include the language: "Request Board discuss and possibly take action..."

Outside agencies and citizens will work with the Assistant Clerk of the Board when requesting an agenda item for Board consideration and will follow established guidelines found in Appendix C (Request to place an Item on the Board's Agenda by the Public or Non-County Entity).



### **Rule 13. Review and Filing of Agenda Items**

After items are prepared by departments in the online Agenda Software Program, all items shall go through a digital approval process that includes review by the Clerk of the Board, Assistant Clerk of the Board, Deputy Personnel Director, Auditor-Control, County Counsel, Department Head, or their designees. Approvers, including the CAO and Senior Budget Analyst, may be added at the discretion of the Assistant Clerk of the Board. Any one of the reviewers may ask for additional information, clarification, and may determine not to place any item on the agenda that is not complete or is not submitted in accordance with instructions. The Assistant Clerk of the Board, with the concurrence of the CAO/Clerk of the Board, may move items to different sections on the agenda or different agendas entirely. Agenda items requiring public hearings or ordinances must be entered into the online system for immediate approval by the Clerk of the Board with enough time to allow proper public noticing (see Appendix D). Without amendment to these Rules, agenda submittal instructions may be amended or additional requirements imposed to ensure appropriate review and Brown Act compliance.

### **Rule 14. Board Correspondence**

Correspondence addressed to the Board of Supervisors – whether from a County department or outside agency – may be placed on the agenda as a “Correspondence-Informational” item by the Assistant Clerk of the Board, in consultation with the CAO and County Counsel.

“Correspondence-Informational” items do not require action or discussion by the Board. All incoming correspondence will be forwarded to the Board members and CAO, regardless of whether it is added to the agenda. Correspondence items that require prolonged discussion will be agendized as a “Departmental” or “Correspondence-Action” item for a future meeting.

### **Rule 15. Request to Place Item on Board’s Agenda by the Public or Non-County Entities (i.e., other governments, non-profit groups or other interest groups) or Individuals**

- **Non-county entity (i.e., other governments, non-profit groups, or other interest groups):** Contact the Clerk of the Board of Supervisors (760-878-0373; [dellis@inyocounty.us](mailto:dellis@inyocounty.us)) to arrange for placement of an item on the next available or a future agenda. Approval of the agenda item will be granted by the Clerk of the Board, in consultation with the CAO and Board Chair. Board members and Departments may also bring these requests forward as a sponsor on behalf of the non-county entities. The name of the sponsoring Supervisor will appear in the backup material published as part of the agenda packets.
- **Individual members of the public and businesses:** Make requests directly to a County Supervisor (found [here](#)), who must agree to sponsor the item before it will be added to the agenda. Board members are asked to consult with the Board Chair and CAO, before forwarding the request to the Assistant Clerk of the Board. The name of the sponsoring

Supervisor will appear in the backup material published as part of the agenda packets.

A schedule of Board meetings and associated agenda deadlines can be found at:

<https://www.inyocounty.us/government/board-supervisors/meeting-calendar>.

### **Rule 16. Supplemental Correspondence and Information Prior to Board Meeting and During Board Meeting**

- **After Initial Agenda Distribution and Prior to Meeting** – Agenda materials distributed via mail, email, or hand delivery to a majority of the Board must be forwarded to the Clerk for public review. These materials will be included in the permanent record of the associated meeting.
- **At Meeting** – Documents, including PowerPoint handouts, distributed to Board members by County employees or Board members themselves at the meeting, shall be kept to a minimum. When necessary to distribute materials at a meeting, an electronic copy shall be provided to the Assistant Clerk of the Board. Additionally, paper copies shall be provided to the Clerk for distribution to: Board members, the County Administrator, County Counsel, and Assistant Clerk, with remaining copies available for distribution to the general public. If large numbers of the public are anticipated to attend the Board meeting on a matter and new information will be distributed to the Board members, then the number of copies should be increased to anticipate the number needed for the public.

Any supplemental correspondence or written information related to an agenda item which is provided to three or more Board members 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, documents containing information protected from disclosure by the attorney work product doctrine, or information which may not be publicly disclosed under the other applicable law.

Sufficient copies of supplemental correspondence and information should be delivered to the Assistant Clerk who shall make the appropriate distribution to the Board, CAO, and County Counsel.

## **VI. CONDUCT OF BUSINESS**

### **Rule 17. Order of Business**

The Board shall conduct business in the order specified in the posted agenda or as modified at the discretion of the Chair with the concurrence of the Board. The Board may modify or amend the Order of Business for Regular meetings without amending these Rules by attaching the amendment to these Rules as Appendix A.

### **Rule 18. Board Member; Notification of Absence**

If any Board member is unable to attend a meeting of the Board, all reasonable efforts shall be made to notify the Chair, County Administrator, or the Assistant Clerk, in writing (electronic mail or regular mail) and as soon as possible, to ensure there are sufficient members present to consider all agenda items.

### **Rule 19. Quorum and Action**

Three members of the Board shall constitute a quorum sufficient to transact business. 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 §54944 and shall post a Notice of Adjournment.

### **Rule 20. Matters Not on the Agenda/Emergency Items**

No action shall be taken on any item not appearing on a posted agenda except:

- a) Upon a determination by a four-fifths (4/5) vote of the Board, or if less than four-fifths (4/5) of the members are present, a unanimous vote of those members present, that 1) there is a need to take immediate action, and 2) the issue arose subsequent to the agenda being posted and there is a need to take action prior to the next regularly-scheduled meeting pursuant to Government Code section 54954.2(b).

Any requests to hear a matter not on the agenda or emergency item shall be communicated to the Chair, County Administrator, County Counsel, and Assistant Board Clerk as soon as the need becomes known.

### **Rule 21. Consent/Departmental Agenda Items**

Agenda items on the Consent Agenda are routine in nature, consistent with adopted Board policy, and do not require individual consideration. The Consent Calendar will be enacted by one motion for approval of the recommended actions. There will be no separate discussion of these items prior to the time the Board votes on the motion unless any member of the Board requests removal of a specific item from the Consent Calendar to Departmental for separate discussion and action. Any Board member may ask the Assistant Clerk to record a “no” or “abstention” vote on any Consent Calendar item.

Agenda items on the Departmental Agenda require separate discussion and/or action and may include, but are not limited to, changes in policy, items that require the Board to consider options and provide direction, requests for new or unbudgeted positions, budget amendments, presentations and workshops, introductions/approvals of proposed ordinances, public hearings,

and other matters as required by law.

## **Rule 22. Public Hearings**

Public hearings will be advertised according to law. Information necessary for the completion and posting of a Notice of a Public Hearing will be forwarded to the Assistant Board Clerk in a timely fashion (See Appendix D).

Subject to the Chair's right to maintain order, any person wishing to speak at a public hearing shall be heard. Except for rebuttal allowed an applicant, or the appellant in the case of an appeal, each speaker shall speak only once. The Chair may implement a strict time limit for each speaker, at his/her discretion and in concurrence with the Board.

Visual and other materials may be used as appropriate by applicants or appellants in the case of an appeal. When speakers use or submit to the Board visual or other materials, such materials shall become part of the file and identified and maintained as such. When CDs, DVDs, thumb drives, USB memory sticks, or other portable electronic media (e-media) are submitted to the Board, at least one hard-copy of the information stored on the e-media must be provided to the Clerk. Speakers with lengthy presentations are encouraged to submit them in writing.

The closing of a public hearing signifies the point after which the Board will no longer accept or consider any additional communication on the matter that was the subject of the hearing. As used in this Rule, "communication" includes oral communication; written communication such as documents, letters, and photographs; and any type of electronic communication, including e-mails, e-mail attachments, graphic images, spread sheets, text messages, and social media messages. These communications will not be added to the permanent record.

Should County staff determine that communication received after the close of a public hearing should be considered by the Board prior to its rendering a final decision on the matter that was the subject of the hearing, County staff shall recommend to the Board that the hearing be reopened. If the CAO concurs, the Board shall reopen the hearing, following appropriate notice, for the limited purpose of receiving testimony and evidence on the new information.

## **VII. PROCEDURE AND VOTING**

### **Rule 23. Order and Decorum**

The Chair shall preserve order and decorum and shall decide all questions of order and procedure subject to an appeal to the Board. The nature of any appeal shall be briefly stated, and the Chair shall have the right to state the reason for his or her decision.

A Board member wishing to speak shall refrain until he or she has been recognized by the Chair. While a Board member is speaking, other Board members shall be respectful and shall not interrupt another speaker or engage in or entertain private discussions.

Consistent with the purpose of the Rules, members are encouraged to use a formal style, including appropriate titles, in addressing the public, staff, and each other. All members shall refrain from the use of profanity, emotional outbursts, personal attacks, or any speech or conduct which tends to bring the organization into unnecessary conflict and/or disrepute.

#### **Rule 24. Commitment to Civility**

To ensure civility in public meetings, staff and the public are also encouraged to engage in respectful dialog that supports freedom of speech and values diversity of opinion. To achieve compliance with these Rules, Board members, staff, and the public are encouraged to:

- Create an atmosphere of respect and civility where elected officials, County staff, and the public are free to express their ideas;
- Establish and maintain a cordial and respectful atmosphere during discussions;
- Foster meaningful dialogue free of personal attacks;
- Refrain from lengthy discussion on topics related to previous board decisions;
- Listen with an open mind to all information, including dissenting points of view, regarding issues presented to the Board;
- Recognize it is sometimes difficult to speak at Board meetings, and out of respect for each person's feelings, allow them to have their say without comment, including booing, whistling, or clapping; and
- Adhere to speaking time limit.

#### **Rule 25. Use of Electronic Devices and Documents**

The use of electronic documents, via Notebooks, iPads, laptops, or other electronic means, is encouraged as a means of reducing the production and distribution of paper documents, and thereby decreasing costs.

Any member of the public may view the same electronic documents online at: <https://inyococa.civicclerk.com/web/home.aspx> or <https://www.inyocounty.us/government/publications-reports-plans-proclamations/meeting-agendas-minutes>, or may view the documents in paper form in the Board Clerk's Office.

The Board shall refrain from emailing, texting, using social media, or otherwise engaging in electronic communications in the Board Chambers on matters that are listed on the Board agenda.

### **Rule 26. Motions – General**

A motion for action may be made by any Board member, including the Chair, and shall require a second before being acknowledged by the Chair. The Assistant Clerk shall enter into the minutes the motion and the names of the moving and seconding members. After a motion is accepted by the Chair, it shall be open for debate but may be withdrawn by the maker at any time before a decision is made or an amendment adopted. A motion may be amended with the consent of the moving and seconding members at any time before a decision is made or an amendment adopted. The Assistant Clerk shall enter into the minutes the vote of each member on each motion.

### **Rule 27. Voting**

It shall take at least three affirmative votes of the Board to pass any motion (Govt. Code §25005), except where supermajority four-fifths (4/5) votes or unanimous votes are required by law. Appendix B contains a list of common items that require a four-fifths (4/5) vote. An abstention shall count as neither an "aye" nor a "no" vote.

A supervisor who is absent from all or a part of: (1) a public hearing, (2) an item that requires findings, or (3) an item that is quasi-judicial in nature, may subsequently vote on the matter if the supervisor has reviewed all evidence received during his/her absence, listened to the Clerk's recording or read a true and complete transcript of the proceedings, and so states on the record.

### **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. Each roll call vote shall be made in a random order determined by the Assistant Clerk.

### **Rule 29. Conflicts of Interest**

Any Board 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 himself/herself from discussing and voting on item; and
- c) Leave the room until after the discussion, vote, and other disposition of the matter is concluded, unless the matter has been placed on the Consent Agenda.

The member may be allowed to address the Board as a member of the public, but only in the limited circumstances allowed by the Political Reform Act. Disclosure of a conflict shall be noted in the official Board minutes. The member must also comply with all other applicable conflict of interest laws.

Members may not have a financial interest in a contract approved or considered by the Board. In these cases, disclosure and recusal does not remove the conflict and such a contract is considered void (Government Code §1090). The Board member is encouraged to discuss possible conflicts with County Counsel and/or to request advice from the Fair Political Practices Commission prior to a meeting at which any such contract with a potential conflict of interest is agendaized for the Board's consideration.

### **Rule 30. Motion to Reconsider**

Any Board member who votes in the majority on a question, as well as any Board member who was absent, is eligible to make a motion to reconsider. A motion to reconsider shall be in order during the meeting at which the action to be reconsidered took place. In all other cases, motions for reconsideration must be placed on a future agenda for action.

A motion to reconsider shall require a majority vote. A motion to reconsider, if lost, shall not be renewed nor shall any subject be reconsidered a second time within twelve (12) months except by a four-fifths (4/5) vote of the Board. A motion to reconsider is not in order if action has been taken which cannot be changed.

### **Rule 31. Ordinances – Definition**

An ordinance is local law, enacted by the Board of Supervisors of Inyo County, prescribing general, uniform, and permanent rules of conduct.

Ordinances are similar in nature to statutes enacted by the Legislature and passed according to procedures required by State law (such as noticing, public meetings or hearings, required number of votes, publication). They can be used to fix legal rights and duties, to regulate activities, or, for facts considered criminal, to prohibit them altogether. Changes to a jurisdiction's criminal code, zoning code, or development regulations are common legislative acts accomplished through ordinances.

Ordinances are generally considered permanent (interim ordinances excepted) and can only be amended or rescinded through enactment of a new ordinance.

### **Rule 32. Ordinances - Procedure**

Ordinances shall be developed in consultation with County Counsel's Office, and drafted and made available to the Clerk of the Board in as timely a fashion as allows for the proper public noticing required in advance of the meeting at which it has been scheduled (See Appendix D). Ordinances not approved by County Counsel will not be considered, except when such ordinance has been duly proposed by a majority of the Board. At the direction of the Board, individual Board members may work with staff to develop ordinances. Ordinances proposed by outside entities will not be considered.

- Generally, Inyo County Board of Supervisors' ordinances are considered over a single meeting or two meetings, depending on whether the ordinance in question requires a noticed public hearing.
  - Ordinances that do not require public hearings must be considered over two meetings. At the first, the Chair will read the title and further reading of the ordinance can be waived by regular motion adopted by majority vote. As part of the motion, approval of the ordinance is usually set at this time for a future meeting. That meeting may be the next consecutive meeting as long as it does not occur within five days of the ordinance's introduction and it is not considered a "special" meeting (Government Code §25131).
  - Ordinances requiring public hearings may be introduced and approved at the same meeting, where the Board will also be asked to read the title and waive further reading.
- When ordinances requiring two meetings are altered after the first meeting, they shall be passed only at a regular or at an adjourned regular meeting held at least five days after said alteration. Corrections of typographical or clerical errors are not considered alterations under Government Code §25131.
- On the passage of all ordinances, the votes of the several members of the Board shall be entered on the minutes, and all ordinances shall be entered at length in the ordinance book kept by the Clerk (Government Code §25131).
- Every ordinance shall be signed by the Chair and attested by the Clerk or his/her deputy (Government Code §25121).
- Pursuant to Government Code §25123, ordinances shall generally become effective 30 days from the date of final passage. Exceptions include urgency or emergency



ordinances, which take effect immediately, and pursuant to Government Code §25123.5, ordinances that change supervisorial salaries, which go into effect 60 days after their adoption.

- The Assistant Clerk, within 15 days of an ordinance's passage, will prepare and have published a Notice of Ordinance Adoption in the newspaper of record, with the names of the Board members voting for and against (Government Code §25124(a)).
- The Assistant Clerk's failure to publish such notice within 15 days will result in the ordinance not taking effect until 30 days after it is published (Government Code §25124(c)).

Ordinance adoption and hearing procedures with different or additional requirements as those set forth above shall be utilized as otherwise required by law.

### **Rule 33. Resolutions – Definition**

A resolution is a formal expression of opinion, will, or intent from the Board of Supervisors that often addresses a matter of special or temporary nature. In most instances, resolutions go into effect immediately, generally need not to be publicly noticed or published, and can be adopted by the affirmative vote of three Board members. Resolutions are typically used when directing the CAO to take certain designated action, to accept and/or apply for grant funding, and when adopting Rules of Procedure or personnel policies.

### **Rule 34. Resolutions – Procedure**

Resolutions shall be developed in consultation with County Counsel, unless the resolutions are being brought forward by an outside entity – in which case County Counsel will review and make any changes necessary for the purposes of form and/or compliance with applicable laws. Outside entities may bring resolutions to the Board per the procedures set forth in Rule 15 on page 8. Board members may also bring these requests forward as a sponsor on behalf of non-county entities or at the request of individuals as referenced in Rule 15. The name of the sponsoring Supervisor will appear in the backup material published as part of the agenda packets. Board members may also propose resolutions and agendize them in consultation with the Board Chair, CAO/Board Clerk, and Assistant Clerk of the Board.

Some resolutions require public hearings and/or advance noticing, in which case the completed resolutions shall be made available to the Assistant Clerk of the Board in as timely a fashion as allows for the proper public noticing required in advance of the meeting at which it has been scheduled (See Appendix D).

On the passage of all resolutions, the votes of the several members of the Board shall be entered on the minutes, and all ordinances shall be entered at length in the resolution book kept by the Clerk. All resolutions will be executed by the Chair and attested to by the Clerk or his/her deputy.

### **Rule 35. Proclamations – Definition**

Local government proclamations are generally broad statements expressing local government support for particular issues, observances, and achievements. Examples are diverse and range from local (celebrating the Firefighter of the Year) to national (remembering Pearl Harbor) to international (observing World Aids Day). Proclamations should be non-partisan in nature reflecting the fact the Board of Supervisors is a non-partisan body. Proclamations carry no legislative weight and do not implement policy change or adoption.

In general, proclamations shall:

- Promote, support, highlight, or recognize local, state, national, and international observances that reflect the following values of the County of Inyo and its constituents:
  - Patriotism
  - Inclusivity
  - Community pride
  - Historical appreciation
  - Charity and compassion
  - A desire to inform and educate
  - Embracing and celebrating diversity
  - Integrity
- Promote, support, highlight, or recognize efforts to improve public health and safety, and prevent disease, violence, and criminal activity;
- Promote, support, highlight, or recognize efforts to bring awareness to issues impacting the health, safety, and well-being of the public;
- Honor and commend achievements of individuals (members of the public or County employees) or groups that are significant in nature and otherwise make a large, positive impact on the local community;
- Honor and recognize major milestones and anniversaries of individuals, non-governmental entities or fellow government agencies; and
- Honor and memorialize individuals (members of the public or county employees) who had a lasting, widespread, positive influence on the community.

In general, proclamations shall **not**:

- Promote for-profit causes or individuals;
- Support or oppose proposed legislation;
- Support or oppose candidates for public office;
- Support or oppose citizen initiatives and ballot measures;
- Promote violence, discrimination, racism, or hatred of any kind;
- Be brought forward by individuals; or
- Exceed 500 words.

### **Rule 36. Proclamations – Procedure**

Proclamations do not have noticing requirements outside of agenda publication, but they should generally be drafted and provided to the Assistant Clerk of the Board in electronic format as much in advance as possible. The Assistant Clerk will then place the proclamation in the County of Inyo Board of Supervisors template and edit or otherwise change the proclamation to meet the County’s requirements, needs, policy determinations, or value statements.

Proclamations may be brought forth by Departments under Rule 12 to call attention to observances or causes aligned with their mission of service and of importance to those they serve. Examples would include “Suicide Prevention and Recovery Week,” “Child Support Awareness Month,” “Positive Parenting Month,” and “Probation Services Week.”

Non-governmental entities and organizations may request the placement of proclamations on a Board agenda by contacting the Clerk or Assistant Clerk of the Board and following the procedures of Rule 15. The proclamation must be drafted by the entity proposing it, with consent to editing by the County. Board member sponsorship of proclamations proposed by outside entities is not necessary as long as that entity is a publicly known, well-established, formally organized, and locally-based organization, agency, or group. Examples would include Wild Iris, Inyo-Mono Advocates for Community Action, Eastern Sierra Cancer Alliance, the American Legion, Girl Scouts, and Bishop Area Climbers Coalition.

Tribal governments may propose or request proclamations through the procedure described above, or through consultation with members of the Board of Supervisors.

Board members may propose proclamations per Rule 12, which requires consultation with the Board Chair and working with the CAO, Assistant Clerk of the Board, or a pertinent department head. Names of Board members sponsoring proclamations will appear in the backup material contained within the agenda packet.

Upon approval by a majority of the Board, the proclamation shall be executed by the Chair and attested to by the Clerk or his/her deputy.

A calendar of proposed proclamations (such as those approved by the Board annually) shall be maintained by the Assistant Clerk of the Board and distributed to the Board as updated. The calendar does not preclude the proposal of additional proclamations for such matters as recognition of significant achievement, supporting new events or observances, and honoring or memorializing retired public servants.

#### **Rule 37. Planning Matters – Request for Continuance**

Any Board member may request that a Planning matter within his/her District be continued to the next available regular meeting that will allow for compliance with any applicable legal noticing requirements, due to that Board member's unavailability at the meeting for which the item is scheduled or for any other reason. Upon concurrence of a majority of the Board, such continuance shall be granted.

#### **Rule 38. Planning Matters – Original Jurisdiction**

The Board may hear appeals on decisions of the Planning Commission or Planning Director. Appeals of decisions made by the Planning Commission may be heard if they are filed according to County Code. Pursuant to County Code §18.81.300, the decision of the Board shall become effective immediately.

### **VIII. DUTIES OF COUNTY STAFF DURING BOARD MEETINGS**

The County Administrator shall be present during Board meetings and shall provide such information as necessary to assist the Board members in their deliberation and decision-making. The County Administrator may delegate this responsibility to the Assistant County Administrator, Deputy County Administrator, Deputy Personnel Director, Auditor-Controller, or County Counsel should extraordinary circumstances prevent the discharge of this responsibility.

### **Rule 39. County Counsel**

County Counsel shall be present during Board meetings and shall serve as advisor to the Board on appropriate rules to comply with legal requirements. All questions of law shall be referred to County Counsel for his or her opinion. County Counsel may delegate this responsibility to the Assistant County Counsel or a Deputy County Counsel.

### **Rule 40. Clerk of the Board**

The Clerk or Assistant Clerk shall be present during all Board meetings for the purpose of taking and maintaining the minutes of the meeting; presenting and receiving correspondence, records, documents, claims, reports, or petitions; preserving all records; marking or attesting all resolutions and ordinances; imparting information on Board documents of public record; and otherwise fulfilling all duties imposed by law or required by the Board.

The Assistant Clerk shall collect public comment that may be emailed before or during the meeting. Written comments may or not be read aloud; however, they will become part of the permanent record for that meeting. At the direction of the Chair and with concurrence of the Board, these letters may also be paraphrased or otherwise condensed. It is asked that commenters keep their letters to 250 words or less.

The Clerk shall record all regular meetings of the Board. All meetings shall be recorded by video/audio means. Video recordings shall be available online for later review as soon as practical on the county website at <https://inyococa.civicclerk.com/web/home.aspx>. Audio recordings are available upon request to the Assistant Clerk of the Board.

### **Rule 41. Department and Agency Directors**

Department Heads and Outside Agency Directors, or a designee, having any matter on the agenda for consideration by the Board, whether consent or regular, shall be available for the purpose of providing information to the Board and shall also attend any Board meeting when requested to do so by a Board member or the County Administrator. Department and Agency Directors may be present in person or by telecommunication or videoconference as the item warrants. Department and Agency Directors, or designees, may provide oral reports and/or short presentations to the Board during the "County Department Reports" portion of the meeting. The Chair, at his or her discretion, or request by majority of the Board, shall implement and enforce the time limit for each speaker.

## **IX. COMMITTEES**

### **Rule 42. Board Committees/Assignments and Reporting Requirements**

The Clerk shall maintain a list of Board Committees and Assignments. Annually, the incoming Chair shall review the list of Committees and Assignments. The list of appointments shall be adopted by the Board at its first meeting in January or as close to it as possible.

All members who are assigned to special projects, committees, and separate boards or commissions shall provide regular reports to the full Board regarding their activity in connection with the special projects, committees, and separate boards or commissions (Government Code §53234, et. seq.).

Committee members shall call committee meetings as needed, provided they are held in conformance with the law. The County Administrator's Office and County Counsel may serve as support staff to all Board-created committees. Other department heads and/or staff may also provide support as requested by the committee and/or the CAO.

### **Rule 43. Board of Supervisors Standing Subcommittees**

Standing subcommittees are those subcommittees of the Board of Supervisors which have continuing jurisdiction over a particular subject matter or whose meeting schedule is fixed by resolution or action of the Board. Even if comprised of less than a quorum of the Board, a standing subcommittee is subject to the Brown Act.

The Chair shall recommend, with Board concurrence, members to each standing subcommittee. Generally, appointments shall occur at the Board's first regular meeting in January. All standing subcommittees shall be appointed for the calendar year, and the members shall continue as committee members until their successors have been appointed.

### **Rule 44. Board of Supervisors' Ad-Hoc Subcommittees**

Ad-Hoc subcommittees of the Board of Supervisors are not subject to the Brown Act. They may be formed by Board action, shall be solely composed of members of the Board, shall consist of less than a quorum of the Board, shall serve a limited or single purpose, for a limited time, and shall be dissolved once the specific task assigned is completed.

Ad-Hoc Subcommittees are encouraged to conclude their business at the end of each calendar year. The Assistant Clerk will maintain a current index of Ad-Hoc Subcommittees and their purpose.

## **X. OTHER**

### **Rule 45. Board Member Assignments to Staff**

Board member assignments that are anticipated to involve significant staff time or other resource commitment and/or are a departure from established county or departmental policy and/or which may conflict with other priorities require Board approval prior to staff starting work. Board members are encouraged to discuss assignments which may require significant resources with the Chair and CAO.

Board approval shall be obtained through majority action of the Board, on an agenda item in which the scope and resource needs of the referral are identified.

For the purposes of this Rule, “significant” shall mean:

- Any task requiring more than two days of work, with more than two hours devoted to the task each day;
- Tasks that impact staff’s ability to attend to assigned work in a timely fashion; and/or
- Work that impacts other department’s ability to effectively deliver services.

### **Rule 46. Action Summaries and Recordings of Meetings**

The Clerk shall prepare and distribute Action Summaries (“minutes”) of Board meetings. 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 reviewed and subsequently approved by the Board in an open meeting, after which time the approved minutes will be posted on the county website,

<https://www.inyocounty.us/government/publications-reports-plans-proclamations/meeting-agendas-minutes>, or at <https://inyococa.civicclerk.com/web/home.aspx>.

The Clerk shall maintain the official audio record of Board meetings where video recording was not feasible, and will make these recordings available for listening by the public at no charge. In collaboration with the Information Services department, the Clerk shall maintain the official video record of each Board meeting unless doing so is technologically infeasible, and they shall be archived and available for viewing at no charge on the county website at

<https://inyococa.civicclerk.com/web/home.aspx>.

## **XI. PARTICIPATION OF THE PUBLIC**

### **Rule 47. Public Comment / Time Limits**

Members of the public have the right to address the Board on any item within the subject matter jurisdiction of the Board (Government Code §54954.3). These comments will be

accepted during the Board's designated "Public Comment" periods and during discussion of action items, public hearings, workshops, and presentations. No public comment will be accepted during County Department Reports or Board Member and Staff Reports. When called upon to speak, members of the public may state their name and town of residence but are not required to do so. Members of the public shall direct their comments to the Board and shall not directly address staff. The Chair may, at his or her discretion, request a response from staff within the limits of the Brown Act. Time limitations for public comments on a given agenda item are at the discretion of the Chair, and may be reduced or extended depending on the objective needs of the County to conduct its business in an orderly fashion. Speakers will be notified when the time limit has been reached and will be advised by the Chair to wrap up their comments.

Subject to the limits set forth above, the public may comment on agenda items prior to the Board taking action on the item.

Under the Public Comment portion of the meeting, members of the public will be allowed to address the Board regarding any item **not on the agenda**. No action may be taken on items not on the agenda unless authorized by law.

Profane language or personal attacks are considered to be a disruption of the orderly and fair progress of the County business being conducted at the meeting and speakers utilizing such language or issuing such personal attacks will be cut off from continuing their comments.

Meetings will be accessible to the public remotely. Information about accessing remote meetings can be found online at <https://www.inyocounty.us/government/board-supervisors> and on published agendas. Anyone participating remotely who wishes to make either a general public comment or a comment on a specific agenda item prior to the meeting or as the item is being heard, may do so either in writing or by utilizing a "request to speak" feature on the video conferencing platform when appropriate during the meeting (the Chair or designee will call on those who wish to speak). Written public comment, limited to **250 words or fewer**, may be emailed to the Assistant Clerk of the Board at [boardclerk@inyocounty.us](mailto:boardclerk@inyocounty.us). Your comments may or may not be read aloud, but all comments will be made a part of the record. Please make sure to submit a separate email for each item that you wish to comment upon.

#### **Rule 48. Orderly Conduct**

The Chair may determine when orderly conduct of a Board meeting is not feasible due to disruptive behavior by person(s) in attendance. The Chair may request that person(s) disrupting the meeting leave the chambers/meeting room. If order cannot be restored, the Chair may order the chambers/meeting room cleared and continue in session. Members of the news media, except those participating in the disturbance, shall be allowed to remain. The Chair may



re-admit any person(s) provided their re-admission will not disrupt the continued orderly conduct of business. The Chair may also call a recess and reconvene when order has been restored. (Government Code section 54957.9.)

#### **Rule 49. Security and Prohibition of Banners/Signs or Other Hazardous Objects**

The Board has the power to implement security measures in the chambers/meeting room. Any hazardous object which could impair the safety of individuals in the event of an emergency are prohibited in the chambers/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 may be prohibited in the chambers/meeting room.

#### **XII. APPENDIX A. Order of Agenda**

Generally, business at Regular meetings shall be transacted in the following order. Business may be reordered by the Chair or by a majority of members. The Chair may modify the Agenda Order for the Board's or public's convenience at a particular meeting, provided that no matter noticed for public hearing or other "Timed Item" may be heard prior to the published time. The CAO, with concurrence of the Board Chair, may modify or amend the Agenda Order and/or this Appendix A without a vote of the Board.

- 1) Call to Order (8:30 a.m.)
- 2) Public Comment on Closed Session Item(s)
- 3) Recess to Closed Session
- 4) Reconvene from Closed Session (10 a.m.)
- 5) Pledge of Allegiance
- 6) Report on Closed Session as required by law
- 7) Public Comment on matters not on the agenda, but within the subject matter jurisdiction of the Board
- 8) County Department Reports
- 9) Consent Agenda
- 10) Departmental
- 11) Correspondence – Action
- 12) Public Comment on matters not on the agenda, but within the subject matter jurisdiction of the Board
- 13) Board Member and Staff Reports
- 14) Correspondence – Informational
- 15) Adjournment – Meeting may be Adjourned in the Memory of/Moment of Silence/Reading of Names

### XIII. APPENDIX B. 4/5ths and Unanimous Vote Requirements

Subject	Vote	Code	Description
Off Agenda Action	Unanimous	Gov. Code §54954.2(b)(2)	To consider an item not on the Agenda, the Board must make findings that the need to take action arose after the agenda was posted. The vote requires at least four votes of the Board if two-thirds of the members are present. If less than two-thirds are present, it requires a unanimous vote.
Airport	4/5	Gov. Code §26021	Property acquisition for airport purchases by purchase, condemnation, or lease; resolution for County aid
Airport	4/5	Gov. Code §26026	Contribute money to the United States for the acquisition or improvement by the United States or any of its authorized agencies of airports in the County.
Bonds		Gov. Code §§26880,26885, 26946, 29917, 53595.20, 53345.8; Sts. & Hwys Code §§9132, 5227, 10355, 9534.5; Ed. Code §15145; Pub. Util. Code §§99100, 99102, 99118, 99119	There are many special voting requirements and other processes required for bonds. Please check with County Counsel.
Bridges	4/5	Pub. Contract §20405(c)	Modify the plans, specifications and working details of bridge construction contracts.
Budget	4/5	Gov. Code §29088	Changes to the proposed budget after budget hearing but prior to the final budget.
Budget	4/5	Gov. Code §29125	The following transfers and revisions to the adopted appropriations require a 4/5 vote: (1) transfers between funds; or (2) transfers from appropriation for contingencies.
Budget	4/5	Gov. Code §29127	Adopt resolution necessary to appropriate and expend funds necessary to meet specific emergencies.
Budget	4/5	Gov. Code §29130	Adopt resolution necessary to appropriate and expend funds necessary to meet specific emergencies. <ul style="list-style-type: none"> <li>a) Restricted, committed, assigned, and unassigned fund balances, excluding the general reserves and nonspendable fund balance;</li> <li>b) Amounts that are either in excess of anticipated amounts or not specifically set forth in the budget derived from any actual or anticipated increases in financing sources.</li> </ul>

Collections	4/5	Gov. Code §26220(a) and (b)	<ul style="list-style-type: none"> <li>a) Assign for the purpose of collection any or all delinquent bills, claims and accounts, and any or all money judgments taken in the name of the County.</li> <li>b) Assign for the purpose of collection any or all delinquent or unsecured taxes.</li> </ul>
Condemnation/ Eminent Domain	4/5	Code of Civ. Pro. §1245.240	Adopt a resolution of necessity prior to commencing an eminent domain proceeding.
Contracts	4/5	Pub. Contract Code §20128	Modify terms of a construction contract
Contracts	4/5	Pub. Contract Code §20135	Alter or change in any manner the plans and specifications previously adopted by the Board for the erection, alteration, construction, or repair of any public building or structure, where such alteration or change increases cost.
Contracts	4/5	Pub. Contract Code §20136	Adopt an order to alter or change a contract that is for the erection, construction, alteration or repair of any public building or other structure.
Contracts	4/5	Pub. Contract Code §20137	Contracts for the erection, construction, alteration, or repair of any public building or other structure: the Board may authorize a change if it does not exceed 10% of the original contract price.
Contracts	4/5	Pub. Contract Code §20150.10	Adopt a resolution declaring that the project can be performed more economically by county personnel, or that in the Board's opinion a contract to perform the project can be negotiated with the original bidders at a lower price than that in any of the bids, or the materials or supplies furnished at a lower price in the open market.
Contracts	4/5	Pub. Contract Code §22038(a)(2)	After rejection of bids, adopt a resolution that declares that a project can be performed more economically by the employees of the agency.
Contracts	4/5	Pub. Contract Code §22050(a)(1)	In the case of an emergency, repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services and supplies for those purposes, without giving notice for bids to let contracts. (See also Pub. Contract Code §22035).
Contracts	4/5	Pub. Contract Code §22050(b)(1)	Adopt a resolution or ordinance that delegates to the appropriate county administrative officer, chief engineer or other nonelected agency officer, the authority to order any action pursuant to the emergency powers described in (a)(1) above.
Contracts	4/5	Pub. Contract Code §3400(c)(4)	Use of specific brand/trade name (without "or equal") in the invitation of bids or requests for

			proposals in order to respond to an emergency declared by a local agency by a four-fifths vote.
Counsel	4/5	Gov. Code §25203	Employ counsel to assist the district attorney, county counsel or other counsel for the county or public entity for which the Board is the governing body.
Flood Control, Maintenance and Sanitation District	4/5	Gov. Code §23014	Adopt a resolution appropriating any of its available moneys to a revolving fund (not to exceed \$500,000) to be used by any county sanitation district, county flood control district, or county district maintenance district located wholly within the county for certain purposes.
Legislation	4/5	Gov. Code §25123(d); Elec. Code §9141(a)(4)	Adopt ordinances that are for the immediate preservation of the public peace, health or safety, which contain a declaration of the facts constituting the urgency, in which case the ordinance shall take effect immediately.
Parks	Unanimous	Gov. Code §25583	Adopt a resolution of intention to abandon a park or a portion of a park and fix a time when it will meet to take final action.
Parks	4/5	Gov. Code §25553	Find that the enlargement or improvement of the public park, beach, golf course, or recreation ground is of general county interest or that the cost of maintenance is increased by reason of use by residents of the county outside of the city, such that the Board may determine to extend aid to city parks.
Planning	4/5	Gov. Code §65858	Adopt as an urgency measure, an interim ordinance prohibiting any uses that may conflict with a contemplated general plan, specific plan, or zoning proposal. Any extension of time on the interim ordinance also requires a 4/5 vote.
Planning	4/5	Pub. Util. Code §§21676, 21676.5	Overrule an airport land use commission's determination.
Property	Unanimous	Gov. Code §25363	Cash sale or lease of any property not required for public use at a noticed public auction (4/5's vote); sale or lease at an unadvertised, private sale can be authorized by simple majority, but only after the Board unanimously finds that the value of the property does not exceed \$500, monthly rental value is less than \$75 or it is a product of a County farm.
Property	Unanimous	Gov. Code §25550 and §25550.5	Conveyance of county property to city for public park purposes.
Property	4/5	Gov. Code §25365(a)	Convey to another governmental agency within the county any real or personal property.
Property	4/5	Gov. Code §25365(b)	Exchange real property with any person, firm or corporation for the purpose of removing defects in the title or where the real property is not required for county use and the real property to be acquired is required for county use.

Property	4/5	Gov. Code §25515.2(c)	Action to approve any sale, lease, lease with option to purchase, development or contract agreement for public property after a request for proposals.
Property	4/5	Gov. Code §25536(a)	Enter leases, concessions or managerial contracts involving leasing or subleasing county-owned, leased or managed property devoted to or held for certain purposes.
Property	4/5	Gov. Code §25536(c)	Sell or lease county-owned property without complying with Article 8 “Sale or Lease of Real Property” if the county repurchases or leases back the property as part of the same transaction. Pledge specific revenues as security for the payment of obligations incurred in the repurchase or leaseback of the property.
Property	4/5	Gov. Code §25536.5	Approve an agreement to amend a lease, sublease, concession or managerial contract entered to permit a permanent improvement or alteration of property at the expense of the lessee or concessionaire and to permit a credit on rentals or other reimbursement.
Property	4/5	Gov. Code §25526	Adopt a resolution declaring intent to sell or lease property.
Property	4/5	Gov. Code §53867	Determines that property cannot be sold for a sum at least equal to the total of the amount paid, all accrued penalties and delinquencies, and necessary expenses incurred, and local agency may sell the property or lien for less than such total but not less than the fair market value of the property or lien.
Roads	Unanimous	Sts. & Hwy Code §1026(c)	County aid to road districts; order the expense of material for highway construction to be paid out of the county general fund.
Special Assessment Districts	4/5	Sts. & Hwy Code §§2808.5, 2808.6, 2808.7	There are several statutory special vote requirements related to special assessment districts. Please consult with County Counsel.
Special Purpose District	Unanimous	Gov. Code §26909, subd. (b)	Approve a unanimous request made by the governing board of a special district to replace an annual audit with another specified audit.
Streets and Highway	4/5	Sts. & Hwy. Code §942	Let County rent county equipment used in the maintenance and construction of county roads, when such equipment is not in use upon the roads under the jurisdiction of the Board, and arrange the rate of rental compensation, in keeping with the general conditions prevailing in the county in which transaction is made.
Streets and Highway	4/5	Sts. & Hwy. Code §969.5	Adopt a resolution that determines that the general county interest demands the improvement or repair of a privately-owned road.
Streets and Highway	4/5	Sts. & Hwy Code §1070	Determine that the public convenience and necessity demand the acquisition or construction of a new county highway or improvement, repair or maintenance of any existing county highway, and the

			expense of such new highway or the expense of improving, repairing, or maintaining such existing highway is too great to pay out of the road fund of the district (such as that the Board may adopt a resolution to make such acquisition or do such work and charge the expense to the county general fund, the road fund of the county, or the district fund of any district benefited).
Streets and Highway	4/5	Sts. & Hwy. Code §1627	Adopt a resolution that establishes a “county highway right of way acquisition revolving fund” for acquiring rights of way for county highway purposes through purchase or condemnation.
Streets and Highway	4/5	Sts. & Hwy. Code §§1680, 1686	Adopt a resolution that determines that certain activities are of general county interest and that county aid may be extended to cities for city streets.
Streets and Highway	4/5	Sts. & Hwy. Code §1700	Adopt a resolution that declares any highway located in whole or in part within a city to be a county highway for one or more of the following purposes: acquisition of rights-of-way, construction, maintenance, improvement, or repair.
Tax	4/5	Gov. Code §53724	Approve an ordinance or resolution that proposes a tax that is subject to approval by the voters pursuant to Government Code section 53722
Tax	4/5	Rev. & Tax. Code §7285	Approve ordinance proposing a transactions and use tax for general purposes.
Tax	4/5	Rev. & Tax. Code §7285.5	Adopt ordinance regarding a transactions and use tax for specific purposes.

Appendix B may be updated by the Clerk, after consultation with and the consent of the County Counsel, without a vote of the Board.

**XIV. APPENDIX C. Request to Place Item on Board’s Agenda by the Public or Non-County Entities**

- a) **Non-county entity (i.e., other governments, non-profit groups, or other interest groups):** Contact the Clerk of the Board of Supervisors (760-878-0373; [boardclerk@inyocounty.us](mailto:boardclerk@inyocounty.us)) to arrange for placement of an item on the next available or a future agenda. Approval of the agenda item will be granted by the Assistant Clerk of the Board, in consultation with the CAO and Board Chair. Board members may also bring these requests forward as a sponsor on behalf of the non-county entities. The name of the sponsoring Supervisor will appear in the backup material published as part of the agenda packets.

- b) **Individual members of the public and businesses:** Make requests directly to a County Supervisor (found [here](#)), who must agree to sponsor the item before it will be added to the agenda. Board members are asked to consult with the Board Chair and CAO, before forwarding the request to the Clerk of the Board. The name of the sponsoring Supervisor will appear in the backup material published as part of the agenda packets.
- c) The following information is required via email to the Clerk and/or Assistant Clerk of the Board of Supervisors before the item will be added to the agenda:
- *A brief description of the item to be discussed.*
  - *Is there a requested Board action, or is this item informational?*
  - *Is there a fiscal impact to the County?*
  - *Name of the person(s) who will be appearing before the Board to make the presentation.*
  - *Amount of time requested, including discussion and questions from the Board.*
  - *Preferred time of presentation, morning or afternoon.*

*Morning is between 10 a.m. and 12:00 p.m.; afternoon is after 1:00 p.m.*

**NOTE:** *An afternoon time may not be possible if the meeting will be finished before Noon.*

- *If the request is coming from an organization, please provide via email a cover memo on the organization's letterhead addressed to the Inyo County Board of Supervisors describing in detail the request, expected Board action, and fiscal impact.*
- *If handouts are to be provided or additional information at the Board meeting, you must provide this information via email to the Clerk of the Board of Supervisors, and at least 10 copies for public distribution*
- *If a PowerPoint presentation will be presented, please email it prior to the agenda deadline so it can be included in the Board's packet.*

#### **XV. APPENDIX D. Publishing Deadlines of Inyo County's Newspaper of Record**

Public hearings, ordinance adoption, and consideration and adoption of resolutions will be advertised according to law. Information necessary for the completion and posting of a notice will be forwarded to the Board Clerk in a timely fashion in order to meet the following publication deadlines for the newspaper legal section:

- **TUESDAY** – Deadline by 5 p.m. Friday
- **THURSDAY** – Deadline by 5 p.m. Tuesday
- **SATURDAY** – Deadline by 5 p.m. Thursday

Please note these deadlines are subject to change and may require earlier submission to accommodate federal holidays or other deadlines imposed by media outlets.