

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
BOARD OF SUPERVISORS' MEETINGS	A-2	1 of 6

Policy:

1. The Board of Supervisors of the County of Riverside, State of California, shall hold regular meetings at the County Administrative Center, 4080 Lemon Street, Riverside, California as follows:
 - a. At 9:30 a.m. on Tuesday of each week, except as specified in paragraph 1(c) of this policy.
 - b. Unless otherwise provided in the agenda, closed session matters shall be conducted at the end of the public agenda but may be taken out of order at the discretion of the Board of Supervisors.
 - c. Board meetings will not be held on Tuesdays which would immediately follow Monday holidays. The Board retains the discretion to hold a Tuesday meeting following holiday weekends should such a meeting be required to conduct County business.
2. Any regular meeting of the Board may be dispensed with by order of the Board made at any preceding regular meeting or at the direction of the Chairman.
3. The Board may adjourn any regular meeting to a day and time certain, which may be either before or after the date of the next meeting of said Board.
4. When necessary, workshops with the Board are generally held the afternoon of a regularly scheduled Board date, or at the Chairman's discretion. Items submitted for workshops shall be submitted to the County Executive Office no later than noon on Thursday two weeks prior to the scheduled workshop date.
5. The Board of Supervisors may choose in advance to alter the regular schedule during the summer months or when a quorum is not expected. The Board calendar should be monitored by departments when submitting time sensitive requests.
6. No action shall be taken by the Board on any item not appearing on the posted agenda at least 72 hours before a regular Board meeting except under the following conditions:
 - a. Upon a determination by a majority vote of the Board that an emergency situation exists, as defined in Government Code Section 54956.5 as follows:

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
BOARD OF SUPERVISORS' MEETINGS	A-2	2 of 6

(1) Work stoppage or other activity which severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.

(2) Crippling disaster, which severely impairs public health, safety, or both as determined by a majority of the members of the legislative body.

- b. Upon a determination by a 2/3 vote of the Board (4 votes), or if less than 2/3 of the members are present, by unanimous vote of those members present (minimum 3 votes), that there is a need to take immediate action and that a need to take action arose after the agenda had been posted by the Clerk of the Board. (Gov. Code 54954.2)
 - c. The Board may hear any item that was posted on the agenda for a prior meeting of the Board occurring not more than five calendar days before, if at the prior meeting the item was continued to the meeting at which the Board acts on the item. (Gov. Code 54954.2)
7. Robert's Rule of Order may be used as a general guide for the conduct of the Board's meetings.
 8. The reading of the minutes of previous Board meetings by the Clerk of the Board is not required.
 9. Board members shall use their "recognition lights" as an indication to the Chairman that they desire to speak.
 10. The Board may, on passage of a motion, take any matters set for hearing out of order as listed on the printed agenda.
 11. The Clerk is to include the total acreage, number of lots, and zoning when listing tentative land division maps on the agenda.
 12. The Chairman of the Board is responsible for the organization of Board agenda items and is to work with the Clerk of the Board and the Executive Officer in the preparation of the agenda.
 13. Oral Communications From the Public:

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
BOARD OF SUPERVISORS' MEETINGS	A-2	3 of 6

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

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
BOARD OF SUPERVISORS' MEETINGS	A-2	4 of 6

15. A Board member with a conflict of interest may not be counted as part of a quorum and may not make or participate in making a governmental decision as provided in the Political Reform Act.
16. Prior to each closed session agenda, the County Counsel shall publicly indicate with respect to each agenda item whether reportable action is anticipated and at the conclusion of the closed session agenda, the County Counsel shall announce the reportable action, if any.
17. Board Room Rules of Order:
 - a. Purpose
In order to assure that business is conducted in an orderly fashion and that all have an equal opportunity to see and hear the proceedings, the following rules of conduct shall apply to all meetings held within the Board Room of the Riverside County Board of Supervisors.
 - b. Signs
Signs, placards or posters shall not be brought into the hearing chamber.
 - c. Seating
Unless addressing the Board or entering or leaving the Board Room, all persons in the audience shall remain sitting in the seats provided. No person shall stand or sit in the aisles or along the walls nor shall the doorways be blocked.
 - d. Disruptions
All demonstrations, including cheering, yelling, whistling, hand clapping and foot stamping which disrupt, disturb, or impede the orderly conduct of the proceedings are prohibited.
 - e. Smoking, Eating or Drinking
Smoking, eating or drinking with the exception of bottled water is prohibited in the Board Room.
 - f. Requests to Address the Board of Supervisors on an Agenda Item
A person may request to be heard on an agenda item. Requests to be heard must be submitted to the Clerk of the Board before the agenda item is called.
 - g. Addressing the Board

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
BOARD OF SUPERVISORS' MEETINGS	A-2	5 of 6

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

h. Removal from the Board Room

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

- (1) Disorderly, contemptuous or insolent behavior toward the Board or any member thereof, which disrupts, disturbs, or impedes the orderly conduct of said meeting;
- (2) A breach of the peace, boisterous conduct or violent disturbance, which disrupts, disturbs, or impedes the orderly conduct of said meeting;
- (3) Disobedience of any lawful order of the Chairman, which shall include an order to be seated or to refrain from addressing the Board; and
- (4) Any other unlawful interference with the orderly conduct of said meeting.

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

i. Public Comment – Non-Agenda Items

Notwithstanding any other provision of these rules, members of the public shall have the right to address the Board during the oral communication portion of the agenda on items of interest which are within the subject matter jurisdiction of the Board. A person may make a presentation on a non-agenda item, but shall not exceed three minutes in length. Organized presentations with more than one speaker will be limited to 9 minutes. At the sole discretion of the Board, the above-mentioned time limits may be varied.

j. Public Hearings

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
BOARD OF SUPERVISORS' MEETINGS	A-2	6 of 6

An applicant or appellant may be allowed one ten (10) minute presentation and five (5) minutes for rebuttal. More time may be authorized by at the discretion of the Chairman.

Reference:

County Ordinance No. 531
Minute Order of 03/27/1962
Minute Order of 06/07/1972
Minute Order of 02/20/1973
County Ordinance 531.2
Minute Order of 05/06/1975
Minute Order 11.0a of 12/15/1986
Minute Order 3.5 of 08/11/1992
Minute Order 3.33 of 04/13/1993
Minute Order 3.14a-b of 04/20/1993
Minute Order 3.40 of 06/04/1996
Minute Order 3.10 of 10/22/1996
Minute Order 3.5 of 07/27/1999
Minute Order 3.25 of 04/25/2000
Minute Order 3.29 of 02/27/2007
Minute Order 3.8 of 10/23/2018
Minute Order 3.3 of 04/30/2019