

1/3/89

Amended 1/26/93; Resolution 93-7

Amended 8/28/01; Resolution 01-103

Amended 1/14/03; Resolution 03-03

Amended 10/5/04; Resolution 04-165

Amended 1/9/07; Resolution 07-11

Amended 8/7/07; Resolution 07-99

## RULES OF CONDUCT OF BUSINESS

### **RULE 1. Meetings of the Board of Supervisors**

- A. Regular meetings of the Board of Supervisors shall be held each Tuesday except that when such Tuesday is a holiday, then the meeting shall be held on the next ensuing business day unless cancelled by majority vote of the Board. Any regularly scheduled meeting of the Board may be cancelled by majority vote.
- B. Meetings shall start at 9:00 a.m. and continue until all business is completed unless the Board determines by majority vote to continue some or all of the remaining items to a later meeting.
- C. Unless specially noticed, meetings shall be held in the Board of Supervisors' Meeting Room, Room 305, Third Floor, County Administration Building, 1195 Third Street, Napa, California.

### **RULE 2. Matters Pending Before the Board of Supervisors**

- A. Any matter to be considered by the Board of Supervisors shall first be properly filed in compliance with the policies, standards and procedures established by the County. The Clerk of the Board shall not accept for presentation to the Board any matter unless it is set forth on the prescribed forms, if any, properly filled out with all required data attached. Late submission (i.e., at a Board meeting or immediately prior to a Board meeting) of lengthy written reports or technical material by any person may be considered by the Chairman as grounds for an automatic continuation to the Board's next regular meeting of the item said reports or materials relate to.
- B. Any matter that comes before the Board orally which is not shown on the agenda shall not be acted or commented upon by the Board until it is heard as a regular agenda item at a future meeting of the Board.

- C. The applicant, or his appointed representative, may withdraw any matter pending before the Board at any time prior to the Board acting on such matter. If the request is oral, written confirmation of the request will be required.

**RULE 3. Order of Business**

The regular order of business of the Board shall be:

- A. Call to order and Pledge of Allegiance.
- B. Approval of the minutes of the previous meeting.
- C. Agenda of the Board.
- D. Adjournment.

**RULE 4. Resolutions**

Draft resolutions of the Board may be adopted conditionally and referred to the appropriate Department for drafting in final form.

**RULE 5. Agendas**

An agenda shall be prepared by the County Administrator for each meeting of the Board.

**RULE 6. Election of Officers**

- A. The Board shall each January elect a Chairman and Vice-Chairman. If one or more supervisors have been elected the previous year, the election shall take place at the Board meeting following the newly elected supervisors taking office; provided, however, that if the sitting Chairman and Vice-Chairman are both leaving office, the Board shall elect a Chairman and Vice-Chairman immediately following the newly elected supervisor(s) taking office.
- B. Commencing January 1, 1994, it shall be the policy of the Board to rotate the Chairmanship and vice-chairmanship on an annual basis commencing with the District 2 Supervisor (Chairman) and the District 3 Supervisor (Vice-Chairman). It shall also be the policy of the Board that the Vice-Chairman should always be the supervisor that should serve as Chairman the year following his period of service as Vice-Chairman. If a Supervisor does not wish to act as Chairman, and so advises the Board prior to the election of officers, that supervisor shall be passed over and the Supervisor