



Agenda Date: 12/18/2007
Agenda Placement: 6BB

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Watt, Nancy - County Executive Officer
County Executive Office
REPORT BY: Gladys Coil, Administrative Manager-Clerk of the Board , 253-4196
SUBJECT: Amendments to Rules 1 and 2 of the Board of Supervisors Rules of Conduct of Business

RECOMMENDATION

County Executive Officer and County Counsel request adoption of a resolution amending the rules of conduct of business for the Board of Supervisors pertaining to meetings of the Board of Supervisors (Rule 1) and availability of agenda supporting documents to the public (Rule 2).

EXECUTIVE SUMMARY

In the proposed Resolution, Rule 1 of the Board's Rules of Conduct of Business (the bylaws of the Board of Supervisors), which is set forth in Section 8B of Part I of the County of Napa Policy Manual, will be amended to provide for the annual setting of the time, place, and location of regular meetings through adoption by the Board of a calendar at the last regularly scheduled meeting of the calendar year preceding the year to which the calendar pertains. The proposed change will increase the Board's scheduling flexibility and reduce the number of special meetings which would otherwise need to be called during the year.

The proposed Resolution will also amend Rule 2 of the Board's Rules of Conduct of Business to incorporate in section (D) new Brown Act requirements imposed by SB 343 pertaining to the timing of public availability of materials provided in relation to agendized items, including the manner in which such materials must be made available for public inspection when they are provided to all or a majority of the members of the Board after the 72-hour deadline for the publication of the regular meeting agenda has passed.

Minor conforming and technical changes to both Rules are also proposed.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

In the proposed Resolution, Rule 1 of the Board's Rules of Conduct of Business (the bylaws of the Board of Supervisors), which is set forth in Section 8B of Part I of the County of Napa Policy Manual, will be amended to provide for the annual setting of the time, place, and location of regular meetings through adoption by the Board of a calendar at the last regularly scheduled meeting of the calendar year preceding the year to which the calendar pertains. It is believed that this will not only better reflect current practice but will also reduce the need to call special meetings. This will be accomplished by increasing the Board's flexibility when scheduling regular meetings so as to deal with anticipated holiday interference with agenda preparation, changes in meeting sites for board retreats and when public hearings require larger room capacity, and the periodic need for earlier start times to allow extra time for department head evaluation closed sessions.

The proposed Resolution will also amend Rule 2 of the Board's Rules of Conduct of Business to incorporate new Brown Act requirements imposed by SB 343 pertaining to the timing of public availability of materials provided in relation to agenda items, including the manner in which such materials must be made available for public inspection when they are provided to all or a majority of the members of the Board after the 72-hour deadline for the publication of the regular meeting agenda has passed.

Minor conforming and technical changes to both Rules are also proposed to improve the clarity of these two Rules without changing their substantive nature other than as described above.

The Resolution also directs the Clerk of the Board, following passage of the Resolution, to incorporate the modified Rules into Section 8B of Part I of the Policy Manual, replacing the prior versions of these two Rules.

SUPPORTING DOCUMENTS

- A . Resolution amending Rules of Conduct of Business
- B . Current Rules of Conduct of Business Part 1 Section 8B

CEO Recommendation: Approve

Reviewed By: Maiko Klieman