

CHAPTER V

The Agenda

Rule 20 Requirements

The Clerk shall prepare an agenda for each Tuesday meeting for delivery to each Board office, the CEO, County Counsel and the Grand Jury on the prior Wednesday before noon. The agenda shall contain a brief general description of each item to be discussed or transacted at the meeting to which the agenda applies and shall include the full title of any ordinance proposed for adoption. The agenda shall indicate the time and location of the meeting and shall be posted by the Clerk as required by law. The agenda shall include the physical address of the Clerk where the public can obtain all documents/information relating to an agenda item as well as the Internet location of the meeting agenda and materials.

The Clerk shall arrange items to be discussed by the Board under the following agenda headings: Consent Calendar followed by Public Hearings, Discussion Calendar and Closed Sessions. The Clerk and the Chair shall make a determination that if necessary, a public hearing shall be noticed for a time certain.

The Clerk, unless otherwise directed by the Chair, shall place or cause to be continued all special vote matters not able to be considered at a regular Tuesday meeting due to the absence of a minimum number of members

necessary to approve the item on the next succeeding regular meeting's agenda. ("Special vote matters" are those that require a supermajority for passage.)

The Clerk shall also place all Board Directives scheduled for a date certain on the appropriate agenda. No department may continue or delete a scheduled directive without the written consent of the Chair.