

Rule 16      Review and Filing Procedure

All agenda items, except those filed by a Board member, require review by the CEO's Office prior to submission to the Clerk for placement on the agenda. An agenda item and accompanying back-up documents for placement on a Board agenda must be submitted to the CEO's Office no later than 3:00 p.m. on Wednesday, thirteen business days prior to the meeting at which the Board is to consider the item. Additional requirements may be imposed by the CEO and Clerk to ensure appropriate review and Brown Act compliance.

Agenda items regarding policy issues that are submitted by Board members shall show the Board member proposing the policy as the "Submitting Agency/Department." Board members shall not use other departments or agencies for such submissions unless directed by the Board at a Board meeting to develop policy direction for the Board

The CEO's Office will reflect CEO concurrence or non-concurrence on the agenda item and will submit the item to the Clerk for filing no later than 12:00 noon on Wednesday nine business days before the Tuesday meeting at which the Board is to consider the item. If Wednesday is a holiday, the item must be submitted to the CEO and Clerk no later than the County business day preceding the holiday.

Notwithstanding any provision in these Rules of Procedure to the contrary, no Memorandum of Understanding, or amendment, codicil, side letter, or any other modification to a Memorandum of Understanding, including any such documents negotiated pursuant to a reopener clause, between the County of Orange and any employee bargaining unit (“proposed labor agreement”), shall be heard as an item on a Board agenda until and unless, at the time of the meeting during which the matter is heard by the Board, one week has passed since the later of the following to occur: (1) the Clerk of the Board has published a copy of the proposed document on the County public website; and (2) the members of the employee bargaining unit have ratified the proposed labor agreement.

Any item that fails to conform to this Rule will be processed pursuant to Rule 17. The CEO may delay submittal of any item to the Clerk that fails to conform to this Rule.