



# INFORMATION

## ***REGARDING AGENDAS AND MEETINGS OF THE BOARD OF SUPERVISORS***

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## **I. GENERAL INFORMATION REGARDING THE BOARD OF SUPERVISORS**

The Board of Supervisors serves as the governing body of the County, enacting ordinances and establishing specific laws for the administration of County Departments and special districts such as Flood Control and Fire Protection. In addition, the Board sets salaries and conducts public hearings on zoning, real property transactions, and other proceedings that require the public be given an opportunity to have input.

The Executive Officer of the Board is the administrative head of the Department and is responsible for preparing the Board's agendas, communicating the actions taken by the Board, preparing the minutes of the meetings, and maintaining the Board's records.

### **Weekly Board Meetings**

The regular meetings of the Board of Supervisors are held every Tuesday at 9:30 a.m. in the Board's Hearing Room at 381B Kenneth Hahn Hall of Administration. On Tuesdays following a Monday holiday, Board meetings begin at 1:00 p.m. On the fourth Tuesday of each month, the Board meeting is primarily for the purpose of conducting legally-required public hearings on zoning matters, fee increases, special district proceedings, property transactions, etc.

In addition, in even-numbered years, when the regular Tuesday Board meeting falls on the day of a Statewide primary or general election, the Board meeting is held the following day at 9:30 a.m.

## **II. PREPARATION OF AGENDAS**

The agendas for Board meetings are prepared by the Executive Office of the Board and are available online on Wednesday evenings at <http://bos.lacounty.gov/BoardMeeting/BoardAgendas.aspx>.

In addition, you have the option to subscribe to receive an automatic e-mail notification when the agenda is available. You may subscribe to this service at: [http://listserver.co.la.ca.us/agenda\\_only\\_registration.htm](http://listserver.co.la.ca.us/agenda_only_registration.htm).

### **Approval to Place Items on the Board Agenda**

Items submitted by departments for the Board's agendas are submitted through the electronic Board letter filing system to the appropriate Chief Executive Office Analyst. After the appropriate review, the Chief Executive Office recommends approval for placement on the agenda. The exceptions to this procedure are the Departments of Assessor, , District Attorney, the Executive Office of the Board of Supervisors, and the Sheriff, who electronically file directly with the Executive Office of the Board of Supervisors.

In addition, certain agenda items that impact Supervisorial District special funds, such as Prop A funds, Community Development Block Grant funds, Cable Franchises and Building

Rehabilitation items, are reviewed and approved for placement on the agenda by the Supervisorial District that is affected.

### **Structure of Agendas**

The Executive Officer of the Board is responsible for producing, posting, and distributing each agenda. The Chief Executive Office reviews the agenda before it is finalized. The basic structure of an agenda is as follows:

- 1) Presentation(s) Policy Matter(s) and Reports;
- 2) Special District entries;
- 3) Board of Supervisors motions;
- 4) Consent Calendar placed in the following order:
  - Commissions
  - Chief Executive Office;
  - Five County Department Goal Clusters (in this order: Operations; Children and Families' Well-Being; Health and Mental Health Services; Community and Municipal Services; and Public Safety);
  - Miscellaneous Communications; and
  - Ordinances for Adoption;
- 5) Ordinances for Introduction;
- 6) Separate Matters;
- 7) Miscellaneous;
- 8) Items Continued from Previous Meetings for Further Discussion and Action by the Board "A-Item Agenda"; and
- 9) Closed Session items.

Each agenda item includes a summary of the Department's recommended action as well as a corresponding recommendation from the Chief Executive Officer which is identified in capital letters immediately following the Department's recommendation. When appropriate, each recommendation also includes the Supervisorial District affected by the action. The agenda also includes a notation on items requiring 4 or 5 votes for approval.

## **A-Item Agenda**

Included at the end of each agenda are items which have been continued from previous meetings for further discussion and action by the Board. This portion of the agenda is commonly referred to as the "A-Item agenda". At the request of a Supervisor, items on the A-Item agenda can be called up for consideration at any time.

## **Supplemental Agendas**

On Friday afternoons, the Executive Office prepares a supplemental agenda that includes corrections and additions to the printed agenda for the following Tuesday's meeting. The intended purpose of the supplemental agenda is to make necessary revisions to the printed agenda and to add items that require attention by the Board. The supplemental agenda and supporting documents are available online at the following link:

- <http://bos.lacounty.gov/BoardMeeting/BoardAgendas.aspx>.

In addition, you may subscribe to receive an automatic e-mail notification when the supplemental agenda is available at the following link:

- [http://listserver.co.la.ca.us/agenda\\_only\\_registration.htm](http://listserver.co.la.ca.us/agenda_only_registration.htm).

## **Posting of Agendas**

In accordance with the Brown Act, all matters to be acted on by the Board must be posted at least 72 hours prior to the Board meeting. In cases of an emergency, or when a subject matter needs immediate action or comes to the attention of the Board subsequent to the posting of the agenda, upon making certain findings the Board may act on an item that was not on the posted agenda.

The Board's agendas and supplemental agendas are posted on the Board of Supervisors' official bulletin board which is located outside the Board's Hearing Room, located at 500 West Temple Street, Room 381B, Los Angeles. The agendas and supplemental agendas are viewable 24-hours a day.

The agendas for Board meetings are also made available online 24 hours a day at <http://bos.lacounty.gov/BoardMeeting/BoardAgendas.aspx>.

For additional information relating to the preparation and/or posting of the Board's weekly agenda, you may call the Agenda Preparation Section at (213) 974-1442.

### **III. CONDUCT OF TUESDAY BOARD MEETINGS**

#### **(First, Second, Third and Fifth Meetings of the Month)**

The Board's meetings are conducted in accordance with Roberts Rules of Order, the Brown Act, and the Rules of the Board. The Chief Executive Officer, the County Counsel and the Executive Officer, or their deputies, attend each Board meeting.

#### **Seating on the Dais**

Space is provided on the dais for each Supervisor and their deputies, the Executive Officer and his/her staff, the Chief Executive Officer and his/her staff, the County Counsel and his/her staff, and news media representatives. All persons on the dais, with the exception of the Board members, the Executive Officer, the Chief Executive Officer and the County Counsel, must wear an identification badge. Persons not wearing a badge or a press pass will not be permitted on the dais.

#### **Information Person**

Seated at the railing next to the "Agendas and Information" sign, is a staff person from the Executive Office who is available to answer questions from the public, as well as provide assistance with the kiosk located beside the rail. Copies of information relating to individual agenda items are available for review, but not distributed to the public at this location. If a member of the public wants copies of documents relating to an agenda item, he/she can print a copy from the Kiosk or obtain a copy from the Customer Service Center in Room 383 of the Kenneth Hahn Hall of Administration.

#### **Requests to Address the Board**

A member of the public requesting to address the Board on an agenda item(s) may be allowed a total of three (3) minutes per meeting; at the discretion of the Mayor/Chair. The Board may limit or extend public input on any item, based on the number of people requesting to speak and the business of the Board. Persons requesting to address the Board must sign up at the kiosks located in and around the Board Room or Room 383 - **prior** to the item being called for discussion.

In addition, a member of the public has the right to address the Board during Public Comment on items of interest which are not on the agenda and which are within the subject matter jurisdiction of the Board. A person speaking shall not exceed three minutes in length. (NOTE: Also see "Procedures for Addressing the Board/Time Limits", this publication.)

A person addressing the Board on a matter under the supervision of the Department of Children and Family Services shall not disclose any case identifying information which is made confidential under the provisions of Welfare and Institutions Code Sections 827 and 10850. Such person is advised the matter is not within the subject matter jurisdiction of the Board, that it is not within the power of the Board to alter the outcome of a court matter and that because of confidentiality laws, the Board may not comment on any such matter. Therefore, the Mayor/Chair shall request that the person's comments which relate to confidential case identifying information be put into writing and forwarded to the Director of Children and Family Services. The Mayor/Chair or any member of the Board may request the Director of Children and Family Services to provide the Board with a confidential report on the case.

### **Rules of the Board**

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 Board has adopted a set of rules for conduct during the Board meetings. An excerpt from The Rules of the Board, which outlines some of the responsibilities of the public, is printed as an appendix to this information pamphlet. Copies of the full text of the Rules of the Board can be obtained from the Customer Service Center in Room 383 of the Kenneth Hahn Hall of Administration, or by calling (213) 974-1424 or online at <http://bos.lacounty.gov/BoardMeeting.aspx>.

### **Sergeant-at-Arms**

The Board's Sergeant-at-Arms, who is a deputy sheriff, attends all meetings of the Board. His/her services are commanded by the Mayor/Chair, and he/she carries out all orders and instructions given by the Mayor/Chair for the purpose of maintaining order and decorum at the meetings.

### **Executive Officer of the Board**

The Executive Officer maintains the continuity of the meeting. She is responsible for calling the agenda items, writing the motions in a manner which reflects the intent of the Board, keeping track of items which are held or continued and noting the actions taken by the Board on each item. Additionally, she responds to questions regarding procedural and legal requirements for legal advertising and setting of hearing dates.

### **Consent Calendar**

The regular agendas for the first, second, third and fifth Tuesdays of the month are essentially a consent calendar (with a few exceptions, i.e., Policy Matters, Reports) and all items are automatically approved unless a Supervisor or member of the public requests discussion of a specific item. Prior to the start of each meeting, a representative of each Supervisor notifies the Executive Officer of those items he or she wishes to continue or hold for discussion. A member of the public requesting to address the Board on one or more items may be allowed a total of three (3) minutes per meeting, or a time allotment set by the Mayor/Chair.

## **Set Items/Held Items**

Items which are set for a time certain may or may not be called up at exactly the time indicated in the Agenda, depending on the business of the Board, but will not be called prior to the specified time. The items that are held for discussion may be taken up at any time, depending on the business of the Board.

## **Order of Business**

The Tuesday meetings are called to order by the Mayor/Chair and immediately proceed with an invocation and the pledge of allegiance. On a rotating basis, each Supervisor selects a representative of his/her district to give the invocation, and the Director of Military and Veteran's Affairs selects a veteran to lead the pledge, rotating between supervisorial districts every week. After the invocation and pledge of allegiance, the hosting Supervisors introduce and present a scroll of appreciation to the minister and pledge veteran. A County photographer is present to take pictures of the presentations.

After the scrolls of appreciation, the Executive Officer will proceed to call the agenda. For example, the Executive Officer will call "Page 4, Board of Supervisors, Items 1 through 13." The Executive Officer will then state any requests to hold or continue any of those items; the Mayor/Chair will then call for a motion and second for approval of the remaining items, and then "so order" the approval of the remaining items and any requests for continuances. The items that are held for discussion, reports or set items, will be taken up later in the meeting. After the Executive Officer reads through the entire agenda and Supplemental Agenda, the Board will then present scrolls of commendation.

Upon concluding the scroll presentations, a Supervisor may call up an item that has been held for discussion, and present motions to adjourn the meeting in memory of deceased persons, or to commemorate ceremonial occasions. Adjourning and commemorative motions may be acted upon even though they do not appear on the agenda.

Items not on the posted agenda are presented and placed on a subsequent agenda for action. Pursuant to California Government Code, an item may require immediate action because of an emergency situation or where the need to take immediate action came to the attention of the Board subsequent to the posting of the agenda. The Board may also request a report to the Board from a Department Head or his/her representative if information has come to their attention that requires information prior to taking a Board action.

After all of the business of the Board has been concluded, an opportunity is given for members of the public to address the Board on items of interest that are within the subject matter jurisdiction of the Board.



## **Procedures for Addressing the Board/Time Limits**

When members of the public address the Board on agenda items, the Mayor/Chair determines the order in which speakers will be called and the length of time each speaker will be permitted to speak.

The Mayor/Chair may call multiple persons at a time to be seated at the speaker's podium directly in front of the Board. Upon completion of each speaker's comments, they should immediately step down from the podium to allow for another person to be called up to speak.

If the Mayor/Chair has imposed a time limit for speakers, the Executive Officer will time each presentation, and as the allotted time counts down, a "time expired" sign will be turned on. If a person has not finished their presentation when their time has expired, they should immediately conclude their remarks.

## **IV. FOURTH TUESDAY OF MONTH PUBLIC HEARING**

The fourth Tuesday of the month is reserved primarily for the purpose of conducting legally-required public hearings, Board of Supervisors motions and department items continued from a previous meeting or that have time constraints or are critical in nature. The meeting is called to order by the Mayor/Chair, and immediately proceeds with an invocation and the pledge of allegiance. Following the invocation and pledge of allegiance, the hosting Supervisors introduce and present scrolls of appreciation to the minister and pledge veteran. A County photographer is present to take pictures of the presentations.

The Executive Officer then proceeds to call the agenda. For example, the Executive Officer will call "Page 3, Public Hearings, Items 1 through 13," and state any continuances and then hold the remaining hearing items for discussion later in the meeting. She will then call the Administrative Matters and state any requests to hold or continue items. The Mayor/Chair will call for a motion and second for approval, and then "so order" the approval of the items and any requests for continuances. After the Executive Officer reads through the entire agenda and supplemental agenda, the Board will then present scrolls of commendation.

Upon the Board concluding its scroll presentations, the Executive Officer swears in all members of the public who intend to testify on a public hearing item. At the direction of the Mayor/Chair the public hearing items are called up individually and usually in the order on the printed agenda. Most items are started with a presentation of the subject matter by a department representative and there are often legal questions to be asked of the representative by the County Counsel. Opportunity is then given for interested persons to address the Board.

At the discretion of the Mayor/Chair, items may be taken up out of order. Further, depending upon the business of the Board and the number of persons requesting to be heard, the Mayor/Chair may limit the time allotted for persons to address the Board, and may request a spokesperson for each side of an issue.

At the conclusion of the public hearings, the Board may consider Supervisors' motions, Policy Matters and Reports, and any departmental recommendations that were held for discussion.

After all matters are disposed of, the Board may hear public comment.

## **V. MISCELLANEOUS INFORMATION**

### **Ordinances**

Most ordinances considered by the Board require two readings, one week apart. For example, the first week, the ordinance is introduced, reading of the ordinance in full is waived, and the ordinance is ordered placed on the following Tuesday agenda for adoption. The second week the ordinance is adopted.

Following a legally-required public hearing, an ordinance can be adopted immediately, without the second reading.

Ordinances generally take effect 30 intervening days following adoption; however, some ordinances take effect immediately.

### **DVD Recordings, Transcripts of Board Meetings, and Live Broadcast of Meetings**

Every meeting of the Board of Supervisors is recorded on DVD (in English and Spanish) and duplicates are available for a nominal fee by calling the Executive Office's Customer Service Center, Records Division at (213) 974-1424.

An online transcript with corresponding video and audio (in Spanish and English) is available within 24-48 hours of a Board meeting at <http://bosvideoap.co.la.ca.us/mgasp/lacounty/homepage.asp>. In addition, the Board's transcripts are available at <http://file.lacounty.gov/bos/transcripts/> in Microsoft Word and PDF formats for searching by word or topic, and may be printed by a range of pages or in its entirety. Transcripts of each meeting are available from 2003 to present.

A live broadcast of a Board meeting is available at 9:30 a.m. on Tuesdays at the following website: <http://bos.lacounty.gov/BoardMeeting/LiveBroadcast.aspx> or via Windows Media Player at <http://video.lacounty.gov/bos>.

## **Language Interpreters**

American Sign Language (ASL) Interpreters are available with at least three (3) business days notice before the meeting date. Please telephone (213) 974-1431 (voice) or (213) 974-1707 (TTY), from 8:00 a.m. to 5:00 p.m., Monday through Friday to make arrangements.

Assistive listening devices, agenda in Braille and/or alternative formats are available upon request.

Spanish language translation devices are available upon request. Maquinas de traducción disponible a petición.

Spanish interpreters for the Board of Supervisors' meetings are available upon request. In addition, the Board room is equipped with remote telephone interpreters for various languages, which may be requested by approaching available rail staff once you have signed up to speak via one of the kiosks. You may ask staff for a list of languages for which interpreters are available.

## **Statements of Proceedings**

After each Board meeting the Executive Office prepares a Statement of Proceedings which indicates every action, including each vote, that is taken by the Board during the meeting. The Statements are published in a newspaper and online at <http://search.co.la.ca.us/bossop> within 10 days following the meeting. If you have questions regarding the Board's Statement of Proceedings, you may call (213) 974-1445.

In addition, on the <http://search.co.la.ca.us/bossop> page, you have the option to subscribe to receive an automatic e-mail notification when the Statement of Proceedings is available for each Board meeting.

## **Lobbyist Registration**

Any person who seeks support or endorsement from the Board of Supervisors on any official action may be subject to the provisions of Los Angeles County Code, Chapter 2.160, relating to lobbyists.

Violation of the lobbyist ordinance may result in a fine and other penalties. For additional information, you may call (213) 974-1578 or you may access information online at <http://bos.lacounty.gov/Services/ConflictofInterestLobbyist/LobbyistInformation.aspx>.

## **Media Access**

Members of the media who are wearing appropriate identification are permitted access to the Board dais during Board meeting, but are not permitted access to the private staff areas behind the west side of the Board Hearing room. In the event a representative from the media wants to interview a Department representative, he/she should inform Executive Office staff or the Chief Executive Officer's Public Information Officer, who will then inform the Department representative of the request.

Interviews should be conducted in the interview room behind the east side of the Board Hearing room. In the event the Department representative conducts the interview behind the west side of the Board room, immediately following the interview the media representative should return to the dais.

## **For Further Information**

For more specific information regarding the Board of Supervisors and their meetings, please call (213) 974-1411.

## **VI. APPENDIX - EXCERPTS FROM THE RULES OF THE BOARD**

Section 10. REMOVAL FROM BOARD ROOM. At the discretion of the Mayor/Chair or upon vote of the Board, the Mayor/Chair may order removed from the Board Room any person who commits the following acts of disruptive conduct in respect to a regular, adjourned regular or special meeting of the Board of Supervisors:

- a. Disorderly, contemptuous or insolent behavior toward the Board or any member thereof, tending to interrupt the due and orderly course of said meeting;
- b. A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting;
- c. Disobedience of any lawful order of the Mayor/Chair, which shall include an order to be seated or to refrain from addressing the Board; and
- d. Any other unlawful interference with the due and orderly course of said meeting; and

## APPENDIX (continued)

Any person so removed shall be excluded from further attendance at the meeting from which he/she has been removed, unless permission to attend is granted upon motion adopted by a majority vote of the Board, and such exclusion shall be executed by the Sergeant-at-Arms upon being so directed by the Mayor/Chair.

- e. In addition, any person so removed on the basis of disruptive conduct described above may not be allowed to address the Board for up to a maximum of ninety (90) days. The period of prohibition from addressing the Board will be determined by the Board Mayor/Chair, or the Board upon a vote, based on the number and severity of prior incidents of disruptive conduct.

Section 31. ADMITTANCE INSIDE RAILING. Subject to the direction of the Mayor/Chair, no persons other than Board members, County and district officials, and recognized representatives of the news media shall be admitted inside the railing to the floor of the Board Room. Other persons may be admitted upon the request of a member and the consent of the Mayor/Chair or of a majority of the Board.

Section 32. SIGNS. Except with prior authorization of the Mayor/Chair, no placards, signs, posters or packages, bundles, suitcases or other large objects shall be brought into the Board Room.

Section 33. 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.

Section 34. DISRUPTIONS. All demonstrations, including cheering, yelling, whistling, hand clapping and foot stomping are prohibited.

Section 35. DISTRIBUTION OF LITERATURE. Except with prior authorization of the Mayor/Chair, the distribution of literature, of whatever nature or kind, is prohibited.

Section 36. SMOKING. Smoking is prohibited in the Board's Hearing Room.

Section 37. REQUESTS TO ADDRESS BOARD ON AGENDA ITEM. A person requesting to address the Board will be allowed a total of three (3) minutes per meeting. Requests to be heard must be submitted to the Executive Officer-Clerk of the Board before the item is called. Any individual found to have engaged in disruptive conduct, as defined in Section 10 of these Rules, may be prohibited from addressing the Board at future meetings as set forth in Section 10 (e).

## APPENDIX (continued)

Section 38. ADDRESSING THE BOARD. No person shall address the Board until he/she has first been recognized by the Mayor/Chair. The decision of the Mayor/Chair to recognize or not recognize a person may be changed by order of the Board. All persons addressing the Board shall give their names and addresses for the purpose of the record. The Mayor/Chair 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. A person addressing the Board on a matter under the supervision of the Department of Children and Family Services shall not disclose any case identifying information which is made confidential under the provisions of Welfare and Institutions Code Sections 827 and 10850. Such person is advised that such matter is not within the subject matter jurisdiction of the Board, that it is not within the power of the Board to alter the outcome of a court matter and that because of confidentiality laws, the Board may not comment on any such matter. Therefore, the Mayor/Chair of the Board shall request that the person's comments which relate to confidential case identifying information be put into writing and forwarded to the Director of the Children and Family Services Department. The Mayor/Chair or any member of the Board may request the Director to provide the Board with a confidential report on the case.

Section 38.1 USE OF CELL PHONES AND PAGERS DURING BOARD MEETINGS. All pagers and cell phones belonging to the public, press or County personnel must be placed on vibrate mode or be turned off while a Board meeting is in session.

Section 39. PUBLIC COMMENT - NON-AGENDA ITEMS. Notwithstanding any other provision of these rules, members of the public shall have the right to address the Board on items of interest which are within the subject matter jurisdiction of the Board. A person requesting to address the Board on a non-agenda item will be allowed up to three (3) minutes per meeting. A person addressing the Board shall avoid personalities on an agenda or non-agenda item. Any individual found to exhibit disruptive conduct, as defined in Section 10 of these Rules, may be prohibited from addressing the Board on agenda items and during public comment at future meetings as set forth in Section 10 (e).

## NOTES