



COUNTY OF SAN DIEGO

AGENDA ITEM

BOARD OF SUPERVISORS

PALOMA AGUIRRE
First District

JOEL ANDERSON
Second District

TERRA LAWSON-REMER
Third District

MONICA MONTGOMERY STEPPE
Fourth District

JIM DESMOND
Fifth District

DATE: September 9, 2025

08

TO: Board of Supervisors

SUBJECT

ADOPTION OF REVISIONS TO THE BOARD OF SUPERVISORS RULES OF PROCEDURE AND BOARD POLICY A-72 TO EXTEND THE PUBLISHING TIMELINE FOR BOARD OF SUPERVISORS MEETING AGENDAS (DISTRICTS: ALL)

OVERVIEW

On June 3, 2025 (21), the San Diego County Board of Supervisors (Board) directed the Chief Administrative Officer (CAO) to return to the Board on September 9, 2025, with changes to the Board's Rules of Procedures and applicable Board policies to implement releasing Board of Supervisors meeting agendas eight days before a regular meeting, effective for Board of Supervisors meetings occurring after January 1, 2026.

This item presents proposed amendments to the Board's Rules of Procedure and Board Policy A-72, "Board of Supervisors' Agenda and Related Processes," to comply with the Board's direction.

RECOMMENDATION(S)

CHIEF ADMINISTRATIVE OFFICER

1. Adopt a resolution entitled RESOLUTION AMENDING THE RULES OF PROCEDURE OF THE SAN DIEGO COUNTY BOARD OF SUPERVISORS that amends certain rules to implement publishing Board of Supervisors meeting agendas eight days before a regular meeting (Attachment 1).
2. Adopt amendments to Board Policy A-72, "Board of Supervisors' Agenda and Related Processes," to implement releasing Board of Supervisors meeting agendas eight days before a regular meeting (Attachment 2).

EQUITY IMPACT STATEMENT

The County of San Diego (County) prioritizes transparency and accessibility to improve public understanding of how the County operates and participation in shaping future priorities. These efforts towards accessibility are particularly important to reach those communities that have been previously disconnected from the County civic process. The County continues to ensure that the diverse voices of the community can be heard in an equitable and civilized manner, and as such, can provide input that is vital to a healthy democratic institution.

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SUSTAINABILITY IMPACT STATEMENT

The analysis provides options for the Board to enhance stakeholder participation to plan for community engagement and identify meaningful ways to continually seek input to foster inclusive and sustainable communities.

FISCAL IMPACT

There is no fiscal impact associated with these recommendations. There will be no change in net General Fund cost and no additional staff years.

BUSINESS IMPACT STATEMENT

N/A

ADVISORY BOARD STATEMENT

N/A

BACKGROUND

On June 3, 2025 (21), the San Diego County Board of Supervisors (Board) directed the Chief Administrative Officer (CAO) to return to the Board on September 9, 2025, with changes to the Board's Rules of Procedures and applicable Board policies to implement releasing Board of Supervisors meeting agendas eight days before a regular meeting, effective for Board of Supervisors meetings occurring after January 1, 2026.

The proposed amendments to the Board's Rules of Procedure and Board Policy A-72, "Board of Supervisors' Agenda and Related Processes," reflect this direction.

To prevent scheduling conflicts with Board meetings, it is recommended that the deadline for submitting Board Letters to the Clerk of the Board of Supervisors (a process known as docketing) be standardized across both the General Legislative Session and the Land Use Legislative Session. The proposed deadline is 10:00 a.m. on the Thursday that is 12 calendar days prior to the scheduled General Legislative Session. Establishing a deadline that does not coincide with a Board meeting is critical, as many of the individuals responsible for reviewing and approving Board Letters are actively participating in the meeting and therefore unavailable. This timeline also ensures that the Clerk of the Board has adequate time to format the agenda and transmit it to the County's contracted vendor for production and distribution.

Secondly, the Clerk of the Board of Supervisors aims to place the meeting minutes, also known as the Statements of Proceedings, on the agenda for approval at the next regular Board meeting. However, because the deadline to submit items for the agenda (known as the docket deadline) may fall as soon as the day after a Board meeting, there may not be enough time to finalize and submit the minutes. In such cases, approval of the minutes may be scheduled for a later meeting instead of the next regular one.

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Lastly, while most items presented to the Board require only a simple three-member majority to approve, several types of routine and non-routine items require a supermajority vote (2/3, 4/5 or unanimous), such as certain decisions related to bonds, taxes, budget amendments, real property, emergency repairs, and urgency ordinances. Given the recent vacancy in a Supervisorial seat, a scenario the County has faced twice in the past two years, there is a narrow margin for scheduling flexibility when it comes to Board deliberation and voting on essential administrative items critical to County operations. To implement changes to the docket schedule, staff need the ability to strategically schedule agenda items to meet state or federal deadlines, procurement needs, and accept grant funds, among other critical needs. In many cases, this may limit the County's ability to continue items and still meet external deadlines and requirements, underscoring the importance of thoughtful advance planning and schedule alignment. To mitigate such risks with extended agenda release dates, staff proposes amendments to the Board's Rules of Procedure to add the following language in Rule 1: "To facilitate the timely placement of matters requiring a supermajority vote on the Board's agenda, Supervisors shall notify the Clerk of the Board of Supervisors of impending absences as far in advance as possible, but no later than two weeks in advance of the regularly scheduled meeting, barring an emergency or illness." Currently, there is no requirement for Board members to notify the Chair or County staff if they will be absent from a Board meeting.

LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN

The proposed action supports the Strategic Initiative of Community Engagement in the County of San Diego's 2025-2030 Strategic Plan by providing information, programs, public forums or other avenues that increase access for individuals or communities to use their voice, their vote, and their experience to impact change.

Respectfully submitted,



EBONY N. SHELTON
Chief Administrative Officer

ATTACHMENT(S)

Attachment 1: Resolution Amending the Board's Rules of Procedure

Attachment 2: Proposed Amendments to Board Policy A-72, "Board of Supervisors' Agenda and Related Processes"