



**NORA VARGAS**  
**CHAIRWOMAN**  
SUPERVISOR, FIRST DISTRICT  
SAN DIEGO COUNTY BOARD OF SUPERVISORS  
**AGENDA ITEM**

**DATE:** November 7, 2023

**17**

**TO:** Board of Supervisors

**SUBJECT**

**RESOLUTION AMENDING THE RULES OF PROCEDURE OF THE SAN DIEGO COUNTY BOARD OF SUPERVISORS (DISTRICTS: ALL)**

**OVERVIEW**

The recommended action is that the Board adopt a resolution to amend the Board of Supervisors' Rules of Procedure to clarify that the adopted calendar sets the meeting start time, redefined the Tuesday session as the "Legislative session," and added other clarifying language pertaining to public participation.

**RECOMMENDATION(S)**

**CHAIRWOMAN NORA VARGAS**

Approve amendments to the Board of Supervisors Rules of Procedure and adopt a Resolution entitled: RESOLUTION AMENDING THE RULES OF PROCEDURE OF THE SAN DIEGO COUNTY BOARD OF SUPERVISORS

**EQUITY IMPACT STATEMENT**

As publicly elected officials, our number one duty is to serve the people of San Diego. We prioritize 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. It is anticipated that through these changes to the Rules of Procedure we will ensure that the diverse voices of our community can be heard in an equitable and civilized manner, and as such, can provide input that is vital to a healthy democratic institution.

**SUSTAINABILITY IMPACT STATEMENT**

The changes to the Rules of Procedure allows stakeholders to plan for community engagement and identify meaningful ways to continually seek input to foster inclusive and sustainable communities.

**SUBJECT:** RESOLUTION AMENDING THE RULES OF PROCEDURE OF THE SAN DIEGO COUNTY BOARD OF SUPERVISORS (DISTRICTS: ALL)

**FISCAL IMPACT**

There is no fiscal impact associated with this action.

**BUSINESS IMPACT STATEMENT**

There is no business impact associated with this action.

**ADVISORY BOARD STATEMENT**

N/A

**BACKGROUND**

The Board of Supervisors has adopted the “Rules of Procedure” which define meeting protocol, public access, and public participation at Board of Supervisors meetings, among other aspects. The Rules were first adopted in 1970.

Over time, these Rules of Procedure have been amended to recognize changes in technology and other new processes. The proposed changes are focused on several areas, described below, as well as some non-substantive changes. All changes are reflected with strikeout/underline text in Exhibit A to the proposed resolution.

- **Time and Place of Meetings:** The proposed change for the time and place of the meeting would allow for flexibility in the start time of Board meetings. Meetings would commence at 9:00 a.m., or at the time specified in the Board Meeting calendar. This would allow the Chairperson to set the start time of meetings in the annual meeting calendar. For 2024, it is recommended that Wednesday Land Use Sessions start at 10:00 a.m. This would allow more time for constituents that are traveling further distances for land use matters to timely arrive at the meeting.
- **Tuesday Session Name:** The proposed changes adjust the name of the Tuesday Session to be the Legislative Session. This provides clearer language to differentiate the Tuesday and Wednesday session as the Legislative and Land Use sessions, respectively.
- **Refining Public Participation Rules:** First, the section for speaking on the Consent Calendar is amended to reiterate that comments must pertain to agenda items on the Consent Calendar. It is important that speakers use this time to address the agenda items that are on consent and not exploit the time to speak on matters not on the agenda.

Second, the current rules require speaker slips for non-agenda public communication to be submitted before the meeting starts. This can be confusing for the public because it is different than the speaker slip deadline for discussion items. To keep it consistent with the deadline for discussion items, it is recommended that the deadline for speaker slips for non-agenda public comment be submitted before the start of non-agenda public comment.

Third, the proposed changes would give discretion to the Chairperson to limit each speaker to one (1) minute for non-agenda public communication. This is consistent with the Chairperson’s discretion setting time limits for discussion items.

**SUBJECT:** RESOLUTION AMENDING THE RULES OF PROCEDURE OF THE SAN DIEGO COUNTY BOARD OF SUPERVISORS (DISTRICTS: ALL)

Finally, the proposed changes would specifically allow clapping for the proclamations and awards portions of the session.

**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 2023-2028 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,

A handwritten signature in black ink, appearing to read "Nora E. Vargas", written in a cursive style.

NORA VARGAS  
Supervisor, First District

**ATTACHMENT(S)**

1. RESOLUTION AMENDING THE RULES OF PROCEDURE OF THE SAN DIEGO COUNTY BOARD OF SUPERVISORS
2. Proposed Changes to the Rules of Procedure (Exhibit A of the Resolution)