

County of Santa Clara

Office of the Board of Supervisors

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James T. Beall, Jr.
Supervisor, Fourth District

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Approved _____ Accepted _____ Adopted _____ Denied _____ Presented _____

BY THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CLARA

By Phyllis A. Perez, Clerk of the Board

Date: JUN 10 1997

MEMORANDUM

DATE: May 27, 1997

TO: Board of Supervisors

FROM: James T. Beall, Jr. *Jim Beall*
Chairperson, Board of Supervisors

SUBJECT: Updated rules for the operation of Board committees

In January, the Board approved a restructuring of Board committees into five major policy areas. Attached are proposed rules of operation for the committees. Some of the rules have been in place on an interim basis for several months. The rules are designed to insure a thorough review of key Board items before they go to the full Board for a vote. When the current rules (attached) are updated, they will include a description of the committees, previously adopted, and the rules of procedure proposed in this section.

Chapter VII Committees

Section 33 - Board Committee Structure: There shall be 5 major policy committees of the Board of Supervisors. The Committees are the Board's medium for fostering collaboration among various departments of the County of Santa Clara, and for encouraging partnerships between government agencies in the County. The Committees shall be the following:

- (a) Health and Hospital
- (b) Children and Families
- (c) Housing, Land Use, Environment and Transportation
- (d) Public Safety and Justice

(e) Finance

In addition, the Legislative Committee of the Board, as described in Section 34 of the rules, shall continue to exist to review legislation.

The purpose of the committees shall be to evaluate and make recommendations to the Board of Supervisors on all items of significant importance, both fiscal and policy, to the County of Santa Clara. Consistent with this mandate, referrals shall be made directly to the committees by the County Executive, County Boards and Commissions or individual Board members on the following matters:

- (a) Issues which would implicate new or changed policy for the Board
- (b) Issues which would have an impact of \$100,000 or more on the budget of the County.
- (c) Issues which, in the opinion of the County Executive or a member of the Board, may be of a controversial nature and/or would benefit from a preliminary review by committee.

The Chairperson of the Board of Supervisors shall appoint the Chair and Vice-Chair of each committee. Each Board member shall be the Chair of a committee and the Vice-Chair of a different committee.

The procedures of the committees shall be as follows:

- (a) The voting members of each committee shall be the members of the Board of Supervisors. At the discretion of the Chair of each committee, items proposed for referral to the committee may be sent directly to the full Board without Committee review.

(b) All Board members and the County Executive shall be given notice of any meeting and minutes of committees. All matters which are referred to the committee must be referred to the full Board of Supervisors within 45 days of the referral with a vote to either support, oppose or make no recommendation regarding the issue. The 45 days may be extended by requesting permission of the full Board at a regular meeting.

(c) Each committee shall establish an annual plan of activities of the committee. In 1997 each committee shall establish its meeting dates, times and location for the year by July 1, 1997. In subsequent years, the committees shall set their meeting dates, times and locations for the year by February 1 of each year.

(d) Each committee of the Board shall have the power to appoint sub-committees and task forces as needed. The Chairs, Vice Chairs and voting members of each sub-committee shall be the members of the Board of Supervisors.

(e) Each committee will work with the County advisory boards and commissions to enable it to accomplish the goals of the committee.

(f) The Clerk of the Board of Supervisors shall provide services to the Board Committees, including, but not limited to, appropriate noticing of the meetings, preparing the agenda for the meetings, distributing the meeting packets, making a record of the proceedings, and such accounting services as may be needed. All meetings will be held in compliance with the Ralph M. Brown Act. The County Executive will provide staff support for each committee as needed. The Health and Hospital Committee will be staffed by the Health and Hospitals staff. They will follow all board procedures with regards to noticing meetings and other functions of the Clerk



RULES
OF THE
BOARD OF SUPERVISORS
County of Santa Clara

Approved ☒ Accepted ☐ Adopted ☐ Denied ☐ Presented ☐
BY THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CLARA
Phyllis A. Perez, Clerk of the Board
By K. Hernandez
Deputy Clerk
Date: JUN 10 1997

December 20, 1994

Use Permit Appeals
Cluster Permit Appeals
Special Permits
Cemetery Permits
Tax Roll Changes
Land Development Appeals
Architectural and Site Approval Appeals
House Moving Appeals
Abandoned Vehicle Protest
Setting of Official Plan Lines
Subdivision Directional Sign Appeals
Major and Minor Land Division Appeals
Environmental Appeals
Construction Code Appeals
Garbage Disposal Rates
Substitution of a Subcontractor

Establishment and increase of fees require a public hearing pursuant to Section 54986 of the Government Code.

CHAPTER VII

Committees

Section 33 - Audit Committee. At the first Board meeting following the first Monday in January, the Chairperson shall appoint an Audit Committee consisting of two Supervisors. The Chairperson shall designate one of the Supervisors as Chair of the Audit Committee.

The County Executive shall be given notice of any meeting of the Committee. Pursuant to Section 405 of the County Charter, the County Executive may attend and participate in the deliberation of the Committee, but shall have no vote.

The Audit Committee shall:

- (a) Recommend or develop a work program to be

approved by the Board of Supervisors;

- (b) Supervise the work of the contract management auditor;
- (c) Review and comment on the work plan and work product of the Internal Audit staff submitted to the Committee by the County Executive;
- (d) Conduct the selection process for the post-audit required by Charter Section 603 and recommend a contract to the Board of Supervisors;
- (e) Review the post-audit performed pursuant to Section 603;
- (f) Report to the Board of Supervisors on the work of the Committee.

The Clerk of the Board of Supervisors shall provide secretarial services to the Audit Committee and shall provide accounting services to the Committee in regard to the contract with the management auditor.

Section 34 - Legislative Committee. The Chairperson shall appoint, with approval of the Board of Supervisors, two Supervisors to the Legislative Committee which was established by resolution on November 30, 1976.

The Legislative Committee shall:

- (a) Meet as often as necessary with legislative representatives of the County to review legislative issues that have been brought to the Board for action or that affect directly the County of Santa Clara;
- (b) Prepare general guidelines on major legislative issues setting forth the County's position on such issues and submit them to the Board for approval;

(c) Instruct the legislative representative as to actions s/he may take with regard to specific bills when a guideline has been approved by the Board;

(d) Keep each Board member informed of actions it has taken as to legislation.

Section 35 - Other Committees. At the first Board meeting following the first Monday in January, the Chairperson shall, with approval of the Board of Supervisors, make appointments to various Boards, Commissions, Committees and Authorities as deemed necessary, on which Board of Supervisors members are asked to serve.

In cases of mid-year changes, the Chair shall present an appointment to the Board for ratification in a timely manner.

The assignments of responsibilities, including all representational and leadership assignments, are under the Board's control for each of the Board members. This includes such appointments as representation to the national, state and regional bodies; leadership and/or representation on various County Boards, Commissions and Committees; chairs of the County's Joint Conference Committees; and other liaison positions requested of the County.

CHAPTER VIII

Miscellaneous Provisions

Section 36. The proceedings of the Board shall be governed by the provisions of law applicable thereto and, except as herein otherwise provided, by Robert's Rules of Order, newly revised. Provided, further, that the failure to follow the Rules of Order or these rules shall not invalidate any action taken. The County Counsel shall act as parliamentarian and, on request of the Chairperson, shall give parliamentary advice.

Section 37. The County Executive and the County Counsel, or a representative designated by each such officer, shall attend all regular and special meetings of the Board.

Section 38. Each County or District officer having any matter on the agenda for consideration by the Board shall either be present at the Board meeting or shall hold himself/herself in readiness for the purpose of furnishing information to the Board. Each County or District officer may designate a deputy to perform this duty.

Section 39. Except as otherwise provided by law, these rules, or any one thereof, may be suspended by order of the Board when regularly entered in its minutes.

Section 40. The Clerk of the Board provides the staff which attend meetings of advisory boards and commissions established by the Board of Supervisors and makes a record of all proceedings thereof as required by law. The Clerk of the Board also prepares agendas for Board and Commission meetings. The Board of Supervisors adopted a Handbook for Commission and Board Members on May 8, 1990 which is updated and available in the Office of the Clerk of the Board.

Section 41 - Advisory Organizations. The Board of Supervisors shall have four advisory organizations. Three advisory organizations shall be permanent and the fourth advisory organization shall be temporary, designed to cover a single subject for a defined period of time. These are:

- (a) Board of Supervisors' Joint Conference Committees (JCC) shall be created by minute action as a result of a formerly agendized proposal and shall consist of no more than two members of the Board of Supervisors of which one shall be the Chair of the JCC and the other the JCC Vice Chair, assisted by the leading