



**SAN BENITO COUNTY  
AGENDA ITEM  
TRANSMITTAL FORM**

Betsy Dirks  
District No. 1

Kollin Kosmicki  
District No. 2  
Vice Chair

Peter Hernandez  
District No. 3  
Chair

Bob Tiffany  
District No. 4

Bea Gonzales  
District No. 5

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**Item Number: 1.6**

**MEETING DATE:** 09/27/2022

**DEPARTMENT:** COUNTY ADMINISTRATION OFFICE

**AGENDA ITEM PREPARER:** Barbara Thompson

**DEPT HEAD/DIRECTOR:** Ray Espinosa

**SUBJECT:**

**BOARD OF SUPERVISORS**

Review and discussion of Board Rules of Procedures and Policies, and approve proposed revisions in the Board rules, or alternatively provide direction to staff.

SBC FILE NUMBER: 156

**AGENDA SECTION:**

REGULAR AGENDA

**BACKGROUND/SUMMARY:**

The Board has adopted Rules of Procedure. The Board is requested to review those procedures and determine if any additional changes should be incorporated. Proposed changes are set forth in the attachment. The Board is requested to approve the revised Board rules, or alternatively provide direction to staff.

This proposed amendment address three different issues to promote and encourage a professional, positive workplace, as well as orderly and productive Board meetings. These issues which are being addressed by these changes are:

1. Criticism of staff members in public forums.
2. Board members becoming involved in staff-level operations.
3. The Chair's authority to control order in Board meetings

These issues are addressed by the new language which is proposed for adoption:

- A procedural determination or a decision on any point of order made by the Chair shall be final, unless a first and second of the membership calls for a vote (approved by 3/5 vote) on the question of whether to overrule the Chair's decision.
- **Conduct with Other Members and Staff** –Members should practice civility and decorum in discussions and debate.
- **Positive Work-Place Environment** - Members should support the maintenance of a positive and constructive workplace environment for the County employees and for members of the community dealing with the Board.
- **Civil and Safe Discourse** – In order to preserve a harmonious, safe, and civil atmosphere that is conducive to productive discourse, no member shall make belligerent, personal, slanderous, threatening, abusive, or disparaging comments, regarding staff members, other Board members, or members of the public. No such statements, nor shouting or physical actions that could be construed as threatening, will be tolerated.
- **Operational Issues Regarding County Personnel.** The County is managed by a CAO and staffed with human resource professionals. Board members should not become involved individually in County personnel matters. Operational issues involving County employees should be directed to the CAO's office or the County's Human Resources Department.
- **Enforcement of these rules.** A violation of these rules, and especially serious or repeated violations, may be enforced at the discretion of the Board by various mechanisms, including but not limited to censure, or removal from committees.

**RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:**

N/A

**CONTRACT NEEDED FOR THIS ITEM:**

N/A

**CONTRACT AND RFP HISTORY:**

n/a

**LAST CONTRACT AMOUNT OR N/A:**

n/a

**STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:**

n/a

**STRATEGIC PLAN GOALS: 1. Operational Development & Excellence**

Yes

**STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth**

No

**STRATEGIC PLAN GOALS: 3. Technology**

No

**STRATEGIC PLAN GOALS: 4. Community Engagement**

No

**STRATEGIC PLAN GOALS: 5. Health & Safe Community**

No

**BUDGETED:**

N/A

**BUDGET ADJUSTMENT NEEDED:**

N/A

**SOURCE OF FUNDING:**

N/A

**UNFUNDED MANDATE:**

N/A

**SBC BUDGET LINE ITEM NUMBER:**

n/a

**CURRENT FY COST:**

n/a

**STAFF RECOMMENDATION:**

The Board is requested to approve the revised Board rules.

**BOARD ACTION RESULTS:**

Approved to move this item to a meeting in February 2023. (4/1 vote, Kosmicki - No)

**ATTACHMENTS:**

[Current Board Rules and Procedures](#)  
[Board Rules Changes Redlined.pdf](#)