

<b>COUNTY OF SHASTA ADMINISTRATIVE MANUAL</b>		Number
		1-101
SECTION:	General Administration	Operation and Conduct of Business Before the Board of Supervisors
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**PURPOSE**

To outline the rules for the operation of and conduct of business before the Shasta County Board of Supervisors (Board). This Administrative Policy also applies to any board in which the entire Shasta County Board of Supervisors acts as the governing board, including, but not limited to, the In-Home Supportive Services Public Authority, the Shasta County Water Agency, and the Shasta County Housing Authority.

The Board incorporates, by reference, as part of this Administrative Policy, the Ralph M. Brown Act (the “Brown Act”), beginning at section 54950 of the Government Code. To the extent any provisions in this Administrative Policy conflict with the Brown Act, the provisions in the Brown Act shall govern.

**POLICY/PROCEDURE**

**RULE 1.      ELECTION OF OFFICERS.**

The Board shall elect a chairman and vice-chairman from among its members at its first meeting after the first Monday in January of each year, or as soon thereafter as practical.

**RULE 2.      DUTIES OF OFFICERS.**

- A.      The chairman shall preside over, preserve order and decorum, and announce each action of the Board at all Board meetings. Unless otherwise provided by these rules, the chairman shall decide all questions of order and procedure, subject to appeal by any Board member to the Board as a whole.
- B.      The chairman, at the direction of the Board, shall appoint in a timely manner all committees of the Board necessary or convenient for conduct of the Board's business, provided that the Board may direct that committee members be nominated by one or more Board member and confirmed by the Board.
- C.      The chairman may make or second a motion on any matter, without relinquishing the chair. The chairman should normally make a motion only if the chairman is convinced that no other Board member wishes to do so. The chairman may discuss and vote upon any matter as a member of the Board without relinquishing the chair.

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- D. If the chairman is absent or unable to act, the vice-chairman shall assume the role of chairman.
- E. The chairman is authorized, on behalf of the Board, to execute all contracts, resolutions, ordinances, and other official actions of the Board. When the chairman is absent or otherwise unable to act, the vice-chairman shall have such authority.

**RULE 3.      MEETINGS; NOTICE OF MEETINGS.**

- A. Regular meetings of the Board shall generally be held on Tuesdays beginning at 9:00 a.m. However, in order to accommodate particularly heavy agendas, or for other good cause, the chairman may alter the time at which a particular Board meeting will be called to order. The Clerk of the Board will give notice of the date and time the meeting is scheduled to begin as required by the Brown Act. All regular meeting dates shall be determined by an annual meeting calendar, adopted, and amended by the Board each year.
- B. Special meetings may be called pursuant to the provisions of Government Code section 54956. Any meeting may be adjourned or continued as provided in Government Code sections 54955 and 54955.1.
- C. Notice of a special meeting will be given by the Clerk of the Board of any gathering at which County business may be discussed if a quorum of the Board may wish to attend. Notice is not required for the Board's attendance at events exempt from the Brown Act under subdivision (c) of Government Code section 54952.2, as it now exists and as it may be amended.

**RULE 4.      LOCATION OF MEETINGS/TELECONFERENCING.**

- A. Regular meetings of the Board shall be held at the County Administration Center, 1450 Court Street, Room 263, Redding, California, unless the annual meeting calendar, as adopted or amended, identifies another location within the County for a particular regular meeting. This location shall be referred to as the "Board Room"

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or the “Board Chambers.” Regular and special meetings shall be held within the County except as otherwise authorized under the Brown Act.

- B. It is the Board’s policy that all meetings of the Board be conducted in-person, regardless of provisions in the Brown Act authorizing members of the Board, County staff, and members of the public, to participate in meetings via telephonic or electronic methods.
1. Except upon the approval of a majority of the Board, members of the Board shall not participate in meetings using teleconferencing.
  2. Except upon the approval of a majority of the Board, County staff and/or members of the public shall not participate in meetings of the Board using teleconferencing. However, outside consultants providing reports or making presentations to the Board may appear by teleconferencing upon prior approval of the County Executive Officer.
  3. The term “teleconferencing” has the same meaning as “teleconference” in the Brown Act, and also includes the ability for either County staff or members of the public to participate in a meeting of the Board by any telephonic or electronic methods.
- C. Individual members of the Board may use the Board Chambers, as well as the foyer and rooms adjacent to the Board Chambers, in furtherance of County business and operations. No Board member shall be restricted in such use, except where such restriction is authorized by a majority vote of the Board.

**RULE 5.      CANCELLATION OF MEETINGS.**

- A. Any future meeting of the Board may be canceled in advance by the Board. The chairman (or vice-chairman when the chairman is absent or unable to act) may also cancel a future meeting under the following circumstances:

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- (1) When a majority of the members of the Board have confirmed, either in open session at a previous meeting or independently in writing, their unavailability to attend a future meeting.
- (2) When staff advises the chairman that there are five or fewer items requesting action by the Board to be scheduled on the proposed agenda for a future meeting.

RULE 6. ORDER OF BUSINESS. The regular order of business of the Board is:

- A. Call to Order
- B. Invocation
- C. Pledge of Allegiance
- D. Regular Calendar
  - (1) Board Matters
  - (2) Presentations
- E. Public Comment Period - Open Time
- F. Consent Calendar
- G. Regular Calendar, Continued
  - (1) General Government
  - (2) Health and Human Services
  - (3) Law and Justice
  - (4) Public Works
  - (5) Resource Management
  - (6) Other Departments
- H. Scheduled Hearings
- I. Closed Session (if needed)
- J. Adjournment

Note: The regular order of business of the Board for a particular meeting may be altered by the chairman prior to the posting of the agenda, in accordance with the Brown Act, for that meeting. However, the Public Comment Period – Open Time shall always precede the consent calendar.

RULE 7. AGENDA.

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- A. General. The agenda for each Board meeting shall be prepared by the Clerk of the Board and shall include matters that come before the Board in the ordinary course of business or which are placed upon the agenda at the direction of the Board or the chairman. Requests for special appearances before the Board or for consideration of matters that would not normally come before the Board in the ordinary course of business shall be considered and determined by the chairman. The Board or the chairman may change the order in which agenda items are considered by it during any meeting. However, the Public Comment Period – Open Time shall always precede the consent calendar.
- B. Agenda Preparation and Schedule. Except as otherwise approved by the County Executive Officer, departmental requests, i.e., staff reports, for items to be placed on the agenda must be fully approved in the County’s agenda management system no later than 9:00 a.m. Tuesday for the following Tuesday’s meeting and must include all supporting documents and materials. Departments are encouraged to submit agenda items to the County Administrative Office as far in advance of the deadline as possible.
- C. Staff Reports for Agenda Items.
- (1) Agenda items, excluding some outside agency items, presentations, or proclamations as approved by the Clerk of the Board, shall be accompanied by a staff report, which should not be more than three pages long, from the requesting department in the format determined by the Clerk of the Board.
  - (2) Outside agencies who request an agenda item: (a) must obtain approval from the chairman for action items under Rule 7.A or must obtain approval from either the County Executive Officer or the chairman for presentation items under Rule 7.H; and (b) may be required to work with a County department as assigned by the County Executive Officer to submit a staff report in the format as described in Rules 7.A. and 7.B.
  - (3) Every staff report recommending an action that would change existing policy or practice shall clearly identify the existing policy or practice, the

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proposed change(s), the effect of the recommendation on that policy or practice, and shall explain why the recommendation should be approved.

- (4) It is the responsibility of the requesting department to ensure staff work is completed prior to submitting a staff report in the County's agenda management system requesting that an item be placed on the agenda. Departments proposing agenda items that overlap the responsibilities or impact the administration of other County departments are requested to coordinate such items prior to submission and to note that coordination under "Other Agency Involvement" in the staff report.
- (5) When two or more departments jointly make a proposal to the Board or the recommended action affects the financing or otherwise significantly impacts any other department(s), all affected department heads must approve the staff report.

D. Agenda and Staff Report Availability.

- (1) The Clerk of the Board shall cause a copy of the Board's agenda to be posted at least 72 hours in advance of each regular Board meeting by a direct link on the County's primary Internet Homepage ("Homepage") and at one or more places freely accessible to the public. The Clerk of the Board shall make copies of the agenda available to interested persons at each Board meeting. A copy of the agenda will be mailed to individuals who so request and who submit stamped, self-addressed envelopes to the Clerk of the Board, or upon request, will be sent via e-mail.
- (2) The agenda and staff reports are typically posted on the Homepage by 5:00 p.m. the Friday before the meeting.
- (3) Documents which are distributed to at least a majority of the Board for consideration at a Board meeting are public records which must be made available to the general public for inspection and copying without delay; provided, however, any documents exempt from disclosure under the Public Records Act need not be disclosed.

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E. Items Outside the Purview of the Board.

- (1) Unless otherwise allowed by law or exception as approved by County Counsel, no position shall be considered or taken by the Board concerning candidates for public office, propositions on the ballot, or other issues which will come before the voters.
- (2) Nothing in this section shall be construed to limit the ability of the Board to take action in support of, or opposition to, federal or state legislation affecting the operation of county government.

F. Public Comment Period - Open Time.

- (1) Pursuant to Government Code section 54954.3 of the Brown Act, members of the public may directly address the Board on any agenda item on the regular calendar before or during the Board's consideration of the item. In addition, the Board provides the members of the public with a Public Comment Period -Open Time, where the public may address the Board on any agenda item on the consent calendar before the Board's consideration of the items on the consent calendar and may address the Board on any matter not listed on the agenda that is within the subject matter jurisdiction of the Board.
- (2) Persons requesting appearance during a regular agenda item or during Public Comment Period - Open Time should obtain, complete, and submit a "Request to Speak Before the Shasta County Board of Supervisors (or Other Board)" form from the Clerk of the Board. The contents of that form shall be established by the Clerk of the Board.
- (3) Speakers will be limited to three minutes unless the chairman determines that all speakers will be allowed a shorter or longer period of time.
- (4) Brown Act provisions do not allow action or Board discussion on unagendized items, except that Board members or staff may briefly respond to statements made or questions posed by Open Time speakers. A Board member may ask a question for clarification, refer the matter to an

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appropriate department for follow-up, and/or request to schedule the matter for a presentation or action at a future Board meeting. When a referred matter is resolved at the staff level, the department head shall notify the Clerk of the Board informing them of the resulting action.

G. Board Room Rules of Order.

- (1) In order to ensure that business is conducted in an orderly fashion and that all have an equal opportunity to observe and participate in the proceedings, the following rules of order shall apply to all meetings covered by this policy.
- (2) Signs, placards, or posters that exceed a size of 18” x 24” shall not be brought into the Board Room and shall not be brought into the enclosed foyer in front of the Board Room. Signs, placards, or posters shall not be affixed to the walls or windows in the Board Room and shall not be affixed to the walls or windows in the enclosed foyer in front of the Board Room.
- (3) County audio-visual equipment is reserved for use for County business and for presentations authorized by this policy. Such equipment is not available for other purposes with the following exception: The overhead projector in the Board Room may be used by members of the public to display images while providing public comment. Any such display shall not employ images which disrupt, disturb, or otherwise impede the orderly conduct of the Board meeting and the Chair may order such a display to be removed or discontinued.
- (4) Unless addressing the Board or entering or leaving the meeting chamber, all persons in the audience shall remain sitting in the seats provided or standing along the back wall of the Board Room. No person shall block the doorways or otherwise block ingress and egress. Media representatives may stand and use equipment to record proceedings in certain areas so designated by the County Executive Officer, which do not block ingress and egress or disrupt, disturb, or otherwise impede the orderly conduct of the proceedings.

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- (5) Unreasonable and excessive cheering, yelling, whistling, hand clapping, or foot stamping which disrupts, disturbs or otherwise impedes the orderly conduct of the proceedings is prohibited.
- (6) Eating or drinking, with the exception of beverages in containers with secure lids or tops, is prohibited in the Board Room.
- (7) Each person who addresses the Board of Supervisors shall not use loud, threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting. Any such language or any other disorderly conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting is prohibited.
- (8) The Chair may order removed from the Board Room any person who commits any act which disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting.

H. Board Matters.

Proclamations that require Board action will be placed under the “Board Matters” heading, unless otherwise directed by the County Executive Officer.

I. Presentations.

- (1) Presentations on matters of interest or concern to the Board which require discussion but no action will be placed on the Board’s agenda under the heading “Presentations.” These presentations may be placed on the agenda by direction of the Board at a Board meeting or by the County Executive Officer or by the chairman. An individual Board Member may also place a presentation item on the Board’s agenda for a future Board meeting. County department heads, a governmental entity, group, or individual may place a presentation item on the Board’s agenda with approval of the County Executive Officer or approval of the chairman. During the course of discussion, should the Board determine that action will be necessary, the matter will be scheduled for a future meeting and placed on that meeting agenda under the appropriate heading.

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- (2) Other non-action items which may be placed under the “Presentations” section of the agenda include presentations of Certificates of Recognition, Commendation, or Appreciation and other types of special recognition.

J. Board Members’ Reports.

- (1) Any member of the Board may make a brief report on his or her activities. The activities reported on are limited to those of county-wide significance. If discussion appears necessary on a topic raised during Board Members’ Reports, the topic may be agendaized for a future meeting by direction of the Board or by the chairman.
- (2) Board Members’ Reports will appear on the agenda for each regular meeting under the Regular Calendar, “General Government,” heading.

RULE 8. ORDER OF PROCEDURE FOR HEARINGS.

The order of procedure for hearings before the Board is:

- A. The chairman calls agenda items by subject or title. For appeal hearings, the chairman announces the scope of the hearing.
- B. Any Board member voluntarily or involuntarily disqualified from making or participating in the making of the decision shall follow the procedures set forth in Rule 11.
- C. The chairman shall acknowledge receipt of any documents offered as evidence and filed with the Clerk of the Board prior to the hearing.
- D. The staff report shall be given, including recommended environmental action and, if appropriate, recommended conditions of approval
- E. The chairman shall open the public testimony phase and the Board shall receive testimony from persons seeking approval or a recommendation for approval of the

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matter before the Board. The applicant or proponent, if any, may speak first if he or she so requests. In cases of an appeal, the appellant shall speak first.

- F. Public testimony shall be received from persons opposed to the matter before the Board.
- G. A summation may be made by the applicant, proponent or appellant, at the discretion of the chairman. A summation may be limited to five minutes.
- H. Rebuttal and surrebuttal shall be allowed at the discretion of the chairman and shall be limited to matters already raised by prior evidence and testimony.
- I. The chairman shall close the public testimony phase of the hearing.
- J. Staff may clarify or modify its recommendation, if necessary.
- K. Environmental findings shall be made, if required and appropriate.
- L. A motion for disposition shall be called for; discussion on the motion shall be permitted; and the Board shall vote on the action, including findings.
- M. The chairman shall announce the action of the Board.

Note: The chairman may alter the foregoing order of procedure as circumstances warrant.

Note: A Board member may ask a question of any person at any time during a hearing.

**RULE 9. DOCUMENTARY AND PHYSICAL EVIDENCE FOR HEARINGS.**

- A. Letters, petitions, and written, printed, or photographic materials, and other physical evidence intended to be used as evidence before the Board shall be provided to the Clerk of the Board prior to the time of the hearing or presented to the Board at the hearing. The Clerk of the Board shall cause each piece of such evidence received by the Board to be adequately identified in the minutes of the hearing and shall include the evidence received in the Clerk of the Board's file of

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the matter under consideration by the Board. Documents distributed to the Board during a meeting must be made available to the public immediately if prepared by County staff or as soon as possible after the meeting if prepared by someone else.

- B. This rule does not apply to technical and other documents kept as public records by any County department, officer, or employee in the ordinary conduct of County business.

**RULE 10.     TESTIMONY.**

Any person desiring to address the Board shall, when recognized by the chairman, approach the rostrum.

**RULE 11.     VOTING.**

- A. Voice Vote. The Board shall act by voice vote on matters before it. The chairman shall verbally state the name of the Board member who made the motion and the name of the Board member who made the second. The roll need not be called in voting unless requested by a Board member or the County Executive Officer. Any Board member present who does not vote audibly shall be recorded as voting “yes.” Unless a greater number is otherwise required by law, an affirmative vote of three members is necessary for the Board to take action.
  
- B. Abstentions and Disqualifications. An abstention or disqualification from voting on the merits of any matter shall be announced audibly and shall count as a non-vote. The Board member shall state the reason for the abstention or disqualification, and in the case of a financial conflict of interest, the Board member shall identify the financial interest that gives rise to the conflict of interest in detail sufficient to be understood by the public. However, disclosure of a financial conflict of interest does not require the Board member to disclose the exact street address of a residence.
  - (1) If the reason for a Board member's abstention is an actual or perceived conflict of interest, that Board member shall disqualify himself or herself from taking part in the discussion and voting on the item and, in the case of a financial conflict of interest, leave the board chambers until after the

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discussion, vote, and any other disposition of the item is concluded. However, in the case of a financial conflict of interest, if the matter before the Board is on (and remains on) the consent agenda, the Board member with the financial conflict of interest is not required to leave the board chambers so long as the minutes reflect that the Board member has disqualified himself or herself from discussing and voting on the particular agenda item. Nevertheless, when a Board member has a financial conflict of interest and has disqualified himself or herself, he or she may speak on the issue during the time that the general public speaks on the issue.

- C. Tie Vote. Regardless of how a motion is stated, a tie vote on a motion affecting the merits of any matter shall be deemed to be a denial of approval of the matter, or a recommendation for such denial, as appropriate.
  
- D. Motion to Reconsider. A final vote on any matter before the Board may be reconsidered only during the same meeting as when the original vote was taken or, if agendized, at the next regular meeting. A motion to reconsider a final vote may be made only by a Board member who voted “yes” or “no” on the prevailing side in the final vote proposed for reconsideration. If any person who addressed the Board on the matter is no longer present and the Board approves a motion to reconsider, the matter shall be continued to another meeting and notice of the reconsideration and the time and place thereof shall be given in the same manner as notice of the consideration of the matter was originally given. If a motion to reconsider passes, the original matter will be brought back before the Board and will be considered as if it were before the Board for the first time. A motion to reconsider shall not be in order when something has been done as a result of the vote which is impossible to undo.

**RULE 12.     ABSENCE FROM HEARING.**

A Board member who was absent from all or part of a hearing may vote on the matter heard if the Board member states he or she has reviewed all evidence received during the absence and listened to the recording or has read an available transcript of the proceedings occurring during their absence.

**RULE 13.     ACTION.**

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All actions of the Board on the merits of any matter before it shall be taken by ordinance, resolution, or minute order.

**RULE 14.     DISQUALIFICATION.**

- A.     A Board member shall disqualify himself or herself from making or participating in the making of any decision when so required by the Shasta County Conflict of Interest Code or other law. No Board member is required to disqualify himself or herself on any matter which cannot legally be acted upon or decided by the Board without his or her participation.
  
- B.     To ensure that a Board member will hear a matter with an open mind and is not committed to a certain decision or position prior to hearing and considering all the evidence, a Board member shall disqualify himself or herself from making or participating in the making of any decision on a matter which he or she has appeared or intends to appear in support of, or in opposition to, the matter before the Board of Employee Appeals, the Planning Commission, or any other body whose decision may be appealed to the Board.
  
- C.     In accordance with Rule 11, a disqualified Board member shall leave the meeting while the item concerning the matter for which the Board member is disqualified is being considered.

**RULE 15.     SUSPENSION OF RULES.**

Except as limited by law, the Board may temporarily suspend, by the affirmative vote of three Board members, the operation of all or part of these rules to facilitate the conduct of the Board's business.

**RULE 16.     ROSENBERG'S RULES OF ORDER.**

If these rules do not specifically address a point of order or procedural question which arises during a Board meeting then Rosenberg's Rules of Order will govern. However, failure to follow Rosenberg's Rules of Order or the rules outlined in this Administrative Policy shall not invalidate any action taken.

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RULE 17.     ADMINISTRATIVE PROCEDURES.

The County Executive Officer may establish procedures or forms for the purpose of carrying out this policy subject to review and approval by the chairman.

RULE 18.     AMENDMENT OF RULES.

The Board may from time to time amend these rules by resolution.

RULE 19.     PUBLICATION OF RULES.

The Clerk of the Board shall cause these rules and any amendments to them to be available for public inspection at the Clerk of the Board's office and may distribute copies to persons who so request upon payment of any charge for reproduction pursuant to the Clerk of the Board's fee schedule.

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**RESPONSIBLE DEPARTMENTS**

County Administrative Office  
Clerk of the Board  
County Counsel

**REFERENCES**

BOS Policy Resolution No. 2022-02 – 04/19/22 (Amended)  
BOS Policy Resolution No. 2022-01 – 03/15/22 (Amended)  
BOS Policy Resolution No. 2021-02 – 05/25/21 (Amended)  
BOS Policy Resolution No. 2019-03 – 11/19/19 (Amended)  
Administrative Update--07/13/2012  
BOS Policy Resolution No. 2010-01--4/6/10 (Amended; effective May 27, 2010)  
BOS Policy Resolution No. 2009-04--10/06/09 (Amended)  
BOS Policy Resolution No. 2007-7--8/14/07 (Amended)  
BOS Policy Resolution No. 2007-2--4/24/07 (Amended)  
BOS Policy Resolution No. 2005-6--8/02/05 (Amended)  
BOS Policy Resolution No. 2004-4--7/27/04 (Amended)  
BOS Policy Resolution No. 2003-3--11/25/03 (Amended)  
BOS Policy Resolution No. 2002-3--11/26/02 (Amended)  
BOS Policy Resolution No. 2001-11--8/14/01 (Amended)  
BOS Policy Resolution No. 98-6--12/29/98 (Amended)  
BOS Policy Resolution No. 94-8--9/20/94 (Amended)  
BOS Policy Resolution No. 94-6--7/26/94 (Amended)  
BOS Policy Resolution No. 94-3--5/3/94 (Amended)  
BOS Policy Resolution No. 93-5--6/1/93 (Amended)  
BOS Policy Resolution No. 91-7--10/15/91 (Amended)  
BOS Policy Resolution No. 91-4--4/9/91  
BOS Policy Resolution No. 90-4--2/13/90 (Amended)  
BOS Policy Resolution No. 89-2--7/18/89 (Amended)  
BOS Policy Resolution No. 1-1--2/2/88 (Superseded)  
BOS Policy 1-6-1--1/17/84 (Rescinded)