

AMENDMENT TO SDOB RULES OF ORDER RULE 1.14

Last Updated: February 13, 2024 JDS

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Rule 1.14(a) – Meeting Agenda. The President shall prepare the agenda in consultation with the Vice-President. The agenda may consist of items requested by a Board Member, the Inspector General, the Sheriff or the Sheriff’s designee. The Secretary shall promptly inform the President and Vice-President of all such requested agenda items. All items must be submitted before the close of business **on the Friday at least twenty-one (21) calendar days** preceding a regular Board meeting. [NOTE: The Friday preceding a regular Board meeting is too late. The agenda is finalized on Monday preceding the meeting (at the latest) for posting by Tuesday.] Each agenda shall specify the time and place of the meeting and contain a meaningful description of each item of business to be discussed and transacted. If the agenda does not describe a proposed action on a given agenda item, the Board may only discuss, and may not take action on that item. The Secretary shall post the agenda in compliance with the requirements and timelines of the Brown Act and the Sunshine Ordinance.

If the President, in consultation with the Vice-President, determines that in the interest of maintaining a meeting of reasonable length, an item should not be included on the agenda for the meetings for which the item was submitted, such item may be omitted but shall be included on the agenda of the next regular meeting or of a special meeting. Except as provided by the Brown Act or Sunshine Ordinance, the Board shall not act upon or discuss any item at the meeting unless a description of the item appears on the posted agenda for that meeting. If an item arises after the agenda has been distributed, the Board may add it to the agenda with 72-hour notice, and consider the item in accordance with the procedures set forth under the Brown Act. Board meetings shall proceed as set forth in the agenda, except that the Presiding Officer may call items out of order for any reasonable purpose. The Presiding Officer shall announce any change in the order of business as soon as possible. The Board shall not discuss or take action on any item not appearing on the posted agenda, except as permitted under the Brown Act and Sunshine Ordinance.

Rule 1.14(b) – Board Member Requests for Information. A Board Member making a request for information on behalf of the Board in furtherance of the Board’s duties shall make the request through the Secretary for consideration by the President. The request shall specify the Agency or Party and reason for the request, along with how the information aligns with the priorities of Board. The President may approve the request or place the request for Board consideration. This section shall not be construed to limit request for information as an individual member of the public outside the capacity of a Board Member but in doing so, shall not indicate that the request is on behalf of the Board nor shall use the designation of Board Member.