

COUNTY OF KINGS – COUNTYWIDE OVERSIGHT BOARD

By Action of the Countywide Oversight Board

X Resolution (18-0001)

X Policy

Emergency Action

Effective Date: August 22, 2018

Revision Date:

Resolution 18-0001

POLICY 1 – 1 RULES FOR CONDUCT OF BUSINESS BY THE COUNTY OF KINGS – COUNTYWIDE OVERSIGHT BOARD

Section 34179 of the California Health and Safety Code establishes the necessity and duties of the Countywide Oversight Board. This policy is established for the preservation of order and the transaction of Business. The rules are as follows:

GENERAL PROVISIONS

1. These rules will apply to the County of Kings – Countywide Oversight Board (Board).

BOARD MEETINGS

2. The regular meeting of the Board shall be held as needed but no less than quarterly upon the fourth Wednesday of the first month of each quarter commencing at the hour of 10:00 a.m. thereof in the Chambers of the Kings County Board of Supervisors located at 1400 West Lacey Blvd, Hanford, CA. If the last Wednesday is a holiday then the Wednesday meeting will be cancelled. If the Chambers are unavailable an alternate location will be named upon posting of the Board agenda for the meeting affected.
3. Any regular or special meeting of the Board may be adjourned and continued to the next regular meeting unless another date is specified by the Board. All matters before the Board shall be deemed to be and are hereby automatically continued.
4. Special meetings of the Board may be called in the manner provided by state law. The order of calling the special meeting shall specify the time and place of the meeting and the business to be transacted at such meeting, and no other business shall be considered at that meeting.
5. Each member shall be in his respective seat at the time set for the commencement of the meeting and at the time set for any adjourned or special meeting. Any member not present shall be designated in the minutes as absent or as entering late.

CONSENT ITEMS

6. Items that require no discussion by the Board, the department involved, the public or staff are considered to be routine and consent items regardless of their position on the agenda. The Board will act on these items in one motion at the beginning of the meeting. If any concerns are

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expressed regarding such an item, it will be considered by the Board in its regular position on the agenda. Approval by the Board of consent items indicates that the staff recommendation, including any conditions or requirements, was approved.

STUDY SESSIONS

7. The Chairman may call periodic meetings of all Board members to review and study items of general concern to the Board. No official actions of the Board may be taken at these sessions.

EXECUTIVE SESSIONS

8. The Board may hold executive sessions as provided by the Ralph M. Brown Act (Government Code Section 54950 *et seq.*).

ELECTION: POWERS AND DUTIES OF CHAIRMAN AND VICE CHAIRMAN

9. At the first Board meeting after June 30, the Board shall elect a Chairman and Vice-Chairman to serve for a term of one year.
10. The Chairman, when present, shall preside at all meetings of the Board, take the chair at the hour appointed for every Board meeting, immediately call the members to order and, except in the absence of a quorum, proceed with the business of the Board in the manner prescribed by these rules.
11. In the absence of a quorum, the members may adjourn and continue the meeting to a time not later than the same time the next succeeding day. If all members are absent, the Clerk of the Board may adjourn to the next regular meeting.
12. The Chairman shall preserve order and decorum, and if occasion demands, shall call upon a deputy sheriff to preserve order. The Chairman shall decide all questions of order subject to the action of a majority of the Board.
13. In the absence of, or inability to act of, the Chairman, the Vice Chairman shall act as Chairman. The Vice Chairman shall have all of the powers and duties of the Chairman during the absence of, or inability to act of, the Chairman.

RIGHTS AND DUTIES OF MEMBERS

14. A motion made by any member of the Board shall require a second. As much discussion as is practical shall be allowed prior to calling for a vote on the motion.
15. Members shall be subject to the conflict of interest provisions including but not limited to Sections 1090 *et seq.* of the Government Code, and shall comply with the reporting requirement of the Political Reform Act of 1974 at Section 81000 *et seq.* of the Government Code.

DUTIES OF THE CLERK

16. The Clerk of the Board or a Deputy Clerk shall attend each meeting of the Board and maintain a record of all proceedings as required by law.

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17. The Clerk or a Deputy shall prepare the agenda for each Board meeting for delivery to each Board member by Monday afternoon preceding the next Board meeting. The agenda shall include those matters addressed to the Board for action on file with the Clerk which have been reviewed by the Director of Finance or his/her designee. The agenda shall list the items for Board consideration by number with a brief statement of the subject matter of each of the items. The agenda may include suggested actions.

MISCELLANEOUS PROVISIONS

18. Persons desiring to address the Board shall speak in the order in which they are recognized by the Chairman after first having given their names and addresses for the purposes of the record.
19. The proceedings of the Board shall be governed by the provisions of law applicable thereto and, except as herein otherwise provided, by Roberts Rules of Order. It shall be the duty of the Chairman to adhere to and enforce such rules as well as the rules contained herein.
20. The County of Kings, County Counsel shall act as parliamentarian to the Board.
21. The Director of Finance and the County Counsel, or a representative designated by each such officer, shall attend all regular and special meetings of the Board.
22. The Successor Agency having any matter on the agenda for consideration by the Board shall either be present at the Board meeting or shall hold himself in readiness for the purpose of furnishing information to the Board. Each Successor Agency may send a designated employee to perform this duty.