



Rex Scott, District 1

TO: Melissa Manriquez, Clerk of the Board

FROM: Rex Scott, District 1 Supervisor

RE: Agenda Item

DATED: October 1, 2025

Please add the following item to the agenda for the October 14 Board of Supervisors meeting:

Discussion/Direction/Action: Consideration of the creation of a committee to prepare agendas for Board of Supervisors meetings

SECTION D. AGENDA SHALL BE AMENDED BY ADDING THE FOLLOWING

AGENDA REVIEW COMMITTEE	1. THE AGENDA REVIEW COMMITTEE (COMMITTEE) IS ESTABLISHED TO ENSURE MEETING AGENDAS ARE DEVELOPED IN A TIMELY, ORGANIZED, AND TRANSPARENT MANNER.
MEMBERSHIP	2. THE COMMITTEE SHALL BE COMPRISED OF THE CHAIR OF THE BOARD, VICE-CHAIR OF THE BOARD, ONE STAFF REPRESENTATIVE OF EACH OF THE THREE SUPERVISORS WHO ARE NOT THE CHAIR OR VICE-CHAIR OF THE BOARD, CLERK OF THE BOARD OR DEPUTY CLERK OF THE BOARD, CHIEF CIVIL DEPUTY COUNTY ATTORNEY OR DESIGNEE AND THE COUNTY ADMINISTRATOR OR DESIGNEE. SHALL REVIEW A DRAFT AGENDA/ADDENDUM FOR EACH MEETING OF THE BOARD OF SUPERVISORS.
PURPOSE	3. FOLLOWING SUBMISSION TO THE CLERK OF THE BOARD OF AGENDA/ADDENDUM ITEMS AND MATERIALS IN ACCORDANCE WITH BOARD OF SUPERVISORS AGENDA/ADDENDUM POLICY C 2.5 AND ADMINISTRATIVE PROCEDURE C 4-1 THE CLERK OF THE BOARD SHALL PREPARE A DRAFT AGENDA/ADDENDUM FOR REVIEW AND CONSIDERATION BY THE AGENDA REVIEW COMMITTEE.
REVIEW	4. THE COMMITTEE SHALL: <ul style="list-style-type: none">• REVIEW AGENDAS AND ADDENDUM AGENDAS FOR ALL REGULAR AND SPECIAL MEETINGS.• REVIEW THE LANGUAGE OF EACH AGENDA/ADDENDUM ITEM TO ENSURE THE PUBLIC WILL UNDERSTAND WHAT IS TO BE DISCUSSED AND ACTED UPON BY THE BOARD.• ENSURE ADEQUATE SUPPORTING MATERIALS ARE INCLUDED WITH AGENDA/ADDENDUM ITEMS.
DEADLINES	5. THE COMMITTEE SHALL MEET THE DAY AFTER THE AGENDA DEADLINE TO REVIEW THE REGULAR DRAFT AGENDA. THE COMMITTEE SHALL MEET IN THE AFTERNOON ON THE ADDENDUM DEADLINE DAY, IF NECESSARY, TO REVIEW THE DRAFT ADDENDUM AGENDA. THE CLERK WILL NOTIFY THE COMMITTEE VIA EMAIL IF NO REVIEW MEETING IS NECESSARY. SPECIAL MEETINGS OF THE COMMITTEE MAY BE CALLED BY THE CHAIR, AS NEEDED.
MANNER OF MEETING	6. MEETINGS MAY BE HELD IN PERSON, VIA TELECONFERENCE OR BY OTHER VIRTUAL MEANS.

The current Section D shall be renumbered as follows:

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| Order of Business | 47. The Board will hear and consider matters on its agenda at the hour set or as soon thereafter as practical. |
| Change of Order | 2- 8. At any time after Roll Call, any Member may request a change to the order of business. |
| Submissions/
Deadlines | 3- 9. All materials submitted for a Board agenda must conform to Board of Supervisors Policy No. C22.5 and Administrative Procedure No. C4-1. |

SECTION D WILL BE FURTHER AMENDED TO ADD THE FOLLOWING:

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| CONSENT
CALENDAR | 11. THE CONSENT CALENDAR PROVIDES FOR PASSAGE IN A SINGLE MOTION MULTIPLE ITEMS THAT ARE GENERALLY ROUTINE IN NATURE AND DON'T REQUIRE DISCUSSION OR AMENDMENT. ITEMS TO BE PLACED ON THE CONSENT AGENDA INCLUDE: TOPICS OF A ROUTINE OR RECURRING NATURE; NON-ACTIONABLE ITEMS; BOARD, COMMISSION OR COMMITTEE APPOINTMENTS; PRECINCT COMMITTEEMEN APPOINTMENTS AND RESIGNATIONS, JUDGE PRO TEMPORE APPOINTMENTS, DUPLICATE WARRANTS, SPECIAL EVENT/TEMPORARY EXTENSION OF PREMISES LICENSES, BINGO LICENSE, WINE FAIR/FESTIVAL PERMITS, APPROVAL OF BOARD MINUTES, FINANCIAL STATEMENTS, PAYMENTS, DONATIONS, CONTRACTS, AWARDS, AND GRANTS, THAT FALL WITHIN POLICY GUIDELINES. ANY BOARD MEMBER MAY REQUEST THAT AN ITEM BE REMOVED FROM THE CONSENT AGENDA FOR SEPARATE ACTION, PRIOR TO APPROVAL OF THE CONSENT CALENDAR |
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