

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

**APPROVAL OF AMENDED)
AND RESTATED BOARD OF)
SUPERVISORS' RULES)**

RESOLUTION NO. 97- 043

BE IT RESOLVED THAT:

The Amended and Restated Board of Supervisors' Rules captioned "Board of Supervisors' Rules" with the footer of "Revised 2/18/97", attached hereto as Exhibit A and incorporated herein by this reference, are hereby approved;

ADOPTED by the Board of Supervisors of the County of Sierra on the 4th day of March, 1997, by the following vote:

AYES: Supervisors Gutman, Luchessi, Nunes, Mitchell, Whitley
NOES: None
ABSTAIN: None
ABSENT: None

COUNTY OF SIERRA



RICHARD LUCHESSI
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:



MARY J. JUNGI
CLERK OF THE BOARD

APPROVED AS TO FORM:



WILLIAM W. PANGMAN
COUNTY COUNSEL

L159SC40.RES 224971549

**RULES OF PROCEDURE OF
THE BOARD OF SUPERVISORS
AND
BOARD MEMBER OPERATION POLICY
COUNTY OF SIERRA**

In order to provide for more expeditious handling of growing public business, and to provide a Board Member Operation Policy governing the conduct of each Board Member with respect to such members' actions in their official capacity as Board Members, these rules of procedure are adopted by the County of Sierra Board of Supervisors. Whenever possible, these rules are to be construed generally. Article I (Board Proceedings) provides rules of procedures for conducting meetings of the Board of Supervisors, supplementing those otherwise provided by law, including, but not limited to the Ralph M. Brown Act. Article II (Board Member Operation Policy) provides rules of conduct for individual Board members acting in their official capacities as Public Officials, supplementing those otherwise provided by law, including, but not limited to the Fair Political Practices Act.

**ARTICLE I
BOARD PROCEEDINGS**

1. MEETINGS

1.1 Regular Meetings

The Board of Supervisors shall meet on the first Tuesday of each month in the Courthouse of the county seat, provided that if the first Tuesday of the month falls on a legal holiday, the meeting shall be held on the next business day. The regular monthly meeting shall be continued to the third Tuesday of each and every month to the Social Hall, Loyalton, California, provided that if the third Tuesday of the month falls on a legal holiday, the meeting shall be held on the next business day.

1.2 Special Meetings

Special meetings of the Board may be held at any time or place, provided that such meeting is preceded by a minimum 24 hour prior notice. No action shall be taken on any item not posted on the Special Meeting Agenda. Special meetings may be called by the Chairman of the Board or, in the Chairman's absence from the County, the Vice Chairman may call a special

meeting. In the absence from the County of both the Chairman and the Vice Chairman, a special meeting may be called by the Clerk of the Board or the latter's designee. Three members of the Board may call a special meeting by personally or in writing advising the Chairman, or Vice-Chairman in the Chairman's absence. In the event that the Chairman (or Vice-Chairman) declines to call the special meeting, three members of the Board may call a special meeting by advising the Clerk of the Board personally or in writing (including facsimile transmittal) of the request to set a meeting, which request shall include the date and time of the meeting and the agenda items to be covered. The Clerk shall thereupon prepare and post the notice and agenda of the special meeting consistent with the Ralph M. Brown Act.

1.3 Time Business Conducted

Business shall be conducted from 9:00 a.m. to 6:00 p.m. only, unless extended by unanimous consent of the Supervisors present. Otherwise, business shall be adjourned to 9:00 a.m. of the following day, or on a day as designated by the Board.

1.4 Order of Business

The order of business for the Board shall be as arranged by the Board Chairman, except for matters set for a specific time by the Agenda or action of the Board. Unless otherwise altered by the Chairman, the order of meetings shall be as follows:

- Call to Order
- Pledge of Allegiance
- Roll Call
- Announcements
- Approval of Consent Agenda
- Action on Consent Agenda
- Approval of Regular Agenda
- Approval of Minutes
- Committee Reports
- Public Comment Time
- Departmental Matters
- Public Hearings
- Guest Presentations
- Closed Sessions
- Correspondence
- Adjournment

1.5 Matters Not on the Agenda

A matter not on the agenda will not be considered except when the need to include the item arose after the agenda had been posted, and then by unanimous consent of the Board members present, unless such action be legally required. It is the policy of the Board to discourage adding items not listed on the posted agenda unless there is an substantial urgency to add such item, or unless the item is a *bona fide* emergency as defined in Government Code § 54956.5.

2. OFFICERS

2.1 Offices

The Board offices shall consist of a Chairman and a Vice Chairman.

2.2 Chairman

The duties of the Chairman include:

2.1.1 Presiding at all meetings of the Board

2.1.2 Ruling on points of procedure

2.1.3 Setting the order of business on the Agenda

2.1.4 Establishing *ad hoc* committees

2.1.5 Appointing members to standing and *ad hoc* committees

2.1.6 Executing documents on behalf of the Board of Supervisors where the underlying action has been approved by the Board.

2.1.7 Calling special meetings of the Board of Supervisors

2.3 Vice Chairman

The duties of the Vice Chairman are to fulfil the duties of the Chairman in the latter's absence from the County.

2.4 Election of Officers

At the first regular meeting of the calendar year, the previous years Vice Chairman shall automatically become Chairman, and a Vice Chairman shall be elected by majority vote of the Supervisors present. Such Chairman and Vice Chairman shall preside for one year, or until their successors are installed, respectively, whichever last occurs. In the absence or inability of the Chairman and the Vice Chairman to attend any meeting, a Chairman *pro tem* shall be selected by the members present to serve in such capacity at that meeting. In the event that in any given year, the first regular meeting of the year shall occur before any newly elected Board member (or members) is seated, the election of the Vice chairman shall be postponed until all new Board members are seated or until the second regular meeting of the year (falling on the first Tuesday of the second month), whichever first occurs.

2.5 Rotation of Offices

The Chairmanship and Vice Chairmanship of the Board shall rotate on the following basis and according to the following rules.

2.5.1 Term

Any one supervisor may hold a specific office only once every four (4) years. The term for such office shall be limited to one (1) year. This rule shall be waived if no other supervisor is eligible to hold a particular office in question based on 2.5.4 below.

2.5.2 Rotation

The Vice Chairman shall automatically become the Chairman in the next succeeding calendar year.

2.5.3 Election of Vice Chairman

Each year the Board shall elect the Vice Chairman of the Board.

2.5.4 Ineligibility or Declining of Office

No Supervisor may hold the office of Chairman until such Supervisor has held the office of Vice Chairman or Chairman for a minimum of six (6) months the preceding election to the office of Chairman. There shall be no time limitation prerequisite to holding the office of Vice Chairman. Any Supervisor may decline or resign either the office of Vice Chairman or Chairman for any reason. In the event of

resignation of the Chairman, the office shall pass to the Vice Chairman pursuant to provision 2.5.6.

2.5.5 Removal From Office

Any officer may be removed from office by a majority vote of the Board.

2.5.6. Filling Vacancies

If the Chairmanship becomes vacant for any reason, the office is to be filled by the Vice Chairman, irrespective of the length of time the Vice Chairman has held such office. This succession of office is the only exception to provision 2.5.4 allowed. If the Vice Chairman succeeds to the office of Chairman, the Board shall elect a new Vice Chairman at the earliest opportunity.

3. ATTENDANCE

3.1 Board Members

All Board Members are expected to attend all meetings of the Board, unless such member is ill, subjected to a business or family emergency, or official County business.

3.2 Clerk

The Clerk of the Board or a Deputy shall be present at all meetings of the Board of Supervisors.

3.3 County Counsel

The County Counsel or a Deputy shall be present at all meetings of the Board of Supervisors (or available to the Board by telephone), unless prior arrangements are made with the Chairman to proceed with Agenda matters for which County Counsel's presence is unlikely to be required.

4. AGENDAS

4.1 Preparation

Agendas for Board Meetings will be prepared by the Clerk based on items submitted by Board Members and Department Managers. Agenda items will

not be accepted directly from the public as the latter is defined in provision 7.3 below but excluding the category of "authorized signatory party to a contract" as specified therein. Requests for agenda items from the public should be referred by the Clerk to that person's or entity's Supervisor or the Chairman of the Board. Issues or conflicts pertaining to Agenda items which are not resolved among the foregoing shall be submitted to and resolved by the Chairman of the Board.

4.2 Timing

Items for a Tuesday agenda shall be submitted to the Clerk by 5:00 p.m. of the preceding Tuesday by the person requesting the item, unless a legal holiday necessitates the moving of the agenda deadline. Such submission shall include all agenda "backup" documentation, including resolutions, contracts, purchase orders, and/or informational material. Absent a *bona fide* emergency, the item for which the material is not timely submitted will be removed from the Agenda by the Chairman. The purpose of this provision is to allow sufficient opportunity for adequate prior review of all items upon which the Board may take action by Board members, County Counsel and, where appropriate, the Auditor or other affected Department Managers.

4.3 Backup Material

Each Agenda item, whether submitted by Board Members or Department Managers, must be accompanied by a separate, completed Agenda Memorandum and an Agenda Transmittal and Record of Proceedings Form ("ROP") in the form attached hereto as Exhibit "1". Any formal contract or agreement shall be submitted in final form together with a proposed adopting resolution and Sierra County Contract Administration Database Input Form in the form attached hereto as Exhibit "2". All requests for approval of purchases shall be supported by completed purchase orders, together with supporting information, if necessary.

4.4 Prior Approval of County Counsel and/or Auditor (Agenda Review)

The proposed Agenda and supporting documents shall be reviewed by the Clerk, the Chairperson, the Auditor, and the County Counsel (traditionally referred to as "the Centurion Meeting" or "Agenda Review Committee"). All Resolutions, Agreements, Contracts and documents to which the County is a party shall be reviewed by the County Counsel and the Auditor. If approved as to form and legal effect, the County Counsel shall sign off on the ROP. If approved as to financial effect and risk management

considerations, the Auditor shall sign off on the ROP.

4.5 Use of Agenda Transmittal and Record of Proceedings

When an agenda item has been signed off by the County Counsel and the Auditor, the Board has taken action on the item and that action recorded on the ROP and signed off by the Clerk, the completed ROP shall constitute an official record of Board proceedings and may be considered sufficient by the Auditor for the Auditor's use as a condition precedent (but not as absolute assurance that the Auditor shall pay) to payment on County contracts and other obligations.

4.6 Off Agenda Items

See Provision 1.5 above.

4.7 Consent Agenda

Items may be placed on the "Consent Agenda" consistent with the requirements of provision 4.1 above. Items placed on the Consent Agenda should be, in the opinion of the submitter, of a routine and non-controversial nature. At the time the Consent Agenda is considered, items may be deleted from the Consent Agenda by any Board member or Department Manager and added to the regular Agenda at a location directed by the Chairman; further, with the unanimous consensus of the Board Members present, items on the Regular Agenda (other than timed items or ordinances) may be added to the Consent Agenda. The Consent Agenda as finally constituted shall be passed by roll call vote. Individual Board members (less than a quorum) are encouraged to contact the Department Manager arranging a Consent Agenda item to resolve technical questions.

4.8 Correspondence Agenda

Any item appearing on the Correspondence Agenda may be acted upon by the Board if so designated on the Agenda that action may be taken on such item. The Agenda Review Committee shall examine the Correspondence Agenda. Any item requiring action before the next regular meeting following the one upon which the Correspondence item is placed, and which is deemed to be of policy significance to the Board of Supervisors shall be designated for possible action, specifying the action which might reasonably be taken and attaching any available background documentation or information.

4.9 Reagendizing Matters

Any matter which has been put to vote and has not passed shall not be placed on the Board's Agenda for a period of not less than six (6) months unless the determination to reagendize the matter is approved by not less than a three-fifths (3/5) vote of the members.

5. PROCEDURE

5.1 When motions are made by Supervisors, the motion shall be stated to the Clerk by the moving Supervisor.

5.2 No question on a motion shall be debated or put unless the motion has been seconded. When a motion is seconded, it shall be stated by the Chairman before debate.

5.3 A motion having been stated by the Chair, it shall be deemed to be in possession by the Board, but it may be withdrawn at any time before decision or amendment with the assent of the second.

5.4 When a question is under debate, no motion shall be received unless:

5.4.1 To adjourn.

5.4.2 To lay on the table.

5.4.3 To consider the previous question.

5.4.4 To postpone to a certain date.

5.4.5 To commit to committee.

5.4.6 To amend.

5.4.7 To postpone indefinitely.

These motions shall have preference in the above order.

5.5 A motion to adjourn or a motion to fix time of adjournment shall be decided with debate.

5.6 A motion to refer or lay on the table until it is decided shall include all amendments to the main question.

- 5.7 A motion to consider the previous question shall preclude all amendment from debate to the main question and shall be put in the form "shall the main question be put to a vote."
- 5.8 A member called to order shall relinquish the floor unless permitted to explain, and the Board, if appealed to, shall decide on the case, but without debate. If there is no appeal, the decision of the Chair shall be final.
- 5.9 Upon demand of any Board member, or at the discretion of the Chair, the vote shall be by roll call, except that the vote on all ordinances or resolutions shall be by roll call.

5.10 Quorum

The business of the Board may only be conducted when a quorum of the Board is present. If less than a quorum is present, the only action which may be taken is to note for the record that a quorum is lacking. Without a quorum, a meeting may not be scheduled or rescheduled.

5.11 Voting Requirements

The minimum vote required to pass an item shall be three (3) affirmative votes unless a greater number is otherwise required by law or by prior action of the Board. If only three (3) members of the Board are present, any action shall require a unanimous vote of such three (3) members. No action may be taken by a Board with only three (3) members present if such action requires a minimum four-fifths (4/5) vote to pass.

5.12 Abstentions

Any Board member may abstain from voting. An abstention shall not be counted as a vote for or against an item.

6. COMMITTEES

6.1 Standing Committees

Standing Committees shall be appointed consistent with Resolution 90-035.

6.2 Ad Hoc Committees

The Chair, unless the chair's action is overruled by a majority of the Board, shall appoint committees at such times as deemed necessary for the proper

conduct of the business of the Board of Supervisors, subject to the provisions of Government Code §§ 54970-54975.

6.3 Committee Structure

All orders of the Board relative to committees shall specify the purpose of the committee, the length of time the committee shall serve, and the times and methods by which the committee shall report to the Board. A form of resolution for establishing a committee is attached as Exhibit 3.

6.4 Committee Action Guidelines

Committees exist to advise and to serve the Board of Supervisors, the Board is not at the service of the committees. All committee work is to be "Board directed" and to originate from the Board. Neither committees nor individual Board members are to originate policy or action items, or to direct County Staff work without having obtained direction from the Board, given at a regular or special meeting of the Board.

6.5 Less than a Quorum Requirement

No committee appointed by the Chairman of the Board of Supervisors shall include in their membership more than two Supervisors, but may include within their membership any number of other County officials or public members who are not members of Boards and Commissions subject to the provisions of Government Code §§ 54950-54960.

7. PUBLIC COMMENT

7.1 Public Comment Opportunity Time

Each regular and each special meeting Agenda shall provide a time for public comment opportunity.

7.1.1 Time on Agenda

A minimum of fifteen (15) minutes shall be allotted for such public comment.

7.1.2 Subject of Discussion

Any topic may be addressed by the public which is under the jurisdiction of the Board of Supervisors. However, the Board is

prohibited by the Ralph M. Brown Act from responding to any item not listed on the Agenda.

7.1.3 Time for Comment

Each member of the public who wishes to address the Board shall be allotted three (3) minutes and no more than three individuals shall address the same subject. Time permitting, at the discretion of the Chairman, additional time may be allotted. The Clerk of the Board shall operate a timing device which indicates when each allotted time period ends.

7.1.4 Public Hearing Items

Public comment on items set on the agenda for public hearing shall only be made during the public hearing time. No public comment shall be permitted on matters under appeal to the Board, or concerning any personnel matter to which a party is entitled to a closed session before the Board in conformance with the Ralph M. Brown Act.

7.1.5 Public Comment by Board Members

Any member of the Board may step down from the Board and may make a comment as a "member of the public". The foregoing shall not circumvent any potential "conflict of interest" issue cognizable under *Government Code* § 1090, et seq., § 87100 et seq. or in common law.

7.2 Public Comment on Agenda Items

7.2.1 Public Comment

The public shall have the right to address each item on the agenda subject to the rules set forth herein. No public comment shall be permitted on appeal hearings other than as specifically provided in the Sierra County Uniform Appeals Procedure, or on Personnel, litigation or other "closed session" matters as defined in the Ralph M. Brown Act..

7.2.2 Board Appearance Request Form

All persons desiring to speak on agenda items other than scheduled public hearings during the meeting, or during the Public Comments portion of the agenda, should fill out a Board Appearance Request Form, and provide it to the Clerk of the Board prior to the start of the morning session or afternoon session or unless scheduled to speak or invited to speak by the Chairman.

7.2.3 Recognition by Chair

Persons making presentations at meetings of the Board of Supervisors shall first be recognized by the Chair and give their name and residence. Such persons should stand during their presentation, unless invited to do otherwise by the Chair.

7.2.4 Time Limitation

Unless a longer time is specified by the Chair, all public comments shall be limited to three (3) minutes. No more than three (3) individuals or groups shall speak on any agenda item. The Clerk of the Board shall operate a timing device which indicates when each allotted time period ends.

7.3 "Public" Defined

The term "Public" includes everyone except members of the Board of Supervisors, County Department Managers, or their designees (collectively referred to as "staff"), and any authorized signatory party to a contract agendized and pending before the Board. Staff may address any item on the Agenda if recognized by the Chair. Contracting parties may address concerns to which they are parties if recognized by the Chair.

7.4 Disruptions

Disruptive behavior during any public comment or any other time during a Board meeting shall not be permitted.

7.4.1 "Disruption" Defined

Disruptions shall include:

7.4.1.1 Speaking when not recognized by the Chair.

7.4.1.2 Abusive comments and/or "personal attacks" directed

to or relating to the Board, any Supervisor, any County staff or County employee.

7.4.1.3 Profanity, threats, or displays, including unauthorized "show of hands", placards, use of noise makers, applauding, jeers, "cat-calls" and similar demonstrative conduct.

7.4.1.4 Off topic discussions. Disruption includes public comment on a topic other than that under the jurisdiction of the Board, discussion on items other than that under the Agenda item under consideration by the Board.

7.5 Handling Disruptions

When a disruption occurs, the Chairman shall first warn the party making the disruption of (1) the nature of the disruption, (2) that the disruption is not permitted, and, when appropriate, (3) if the disruption continues that such party may be ejected from the meeting. Repeated disruptions shall not be tolerated and any party or group which continues disruptive behavior after admonition shall be ejected by the Sheriff or the latter's designee, or the meeting adjourned to a future date and time.

8. AMENDMENTS

Amendments to these rules of procedure shall be by majority vote of the Board.

**ARTICLE II
BOARD MEMBER CONDUCT**

1. ADMINISTRATION OF CONTRACTS

1.1 ADOPTION AND ADMINISTRATION

All contracts, agreements, permits, indemnity agreements, and instruments binding on the County of Sierra ("contracts") shall be adopted by the Board of Supervisors and signed by the Chairman or authorized Contract Administrator. All contracts shall be administered by a designated Department Manager, or the latter's designee, and not by an individual member of the Board of Supervisors.

1.2 PROHIBITION

No individual Board member shall direct the work of any party or entity performing work or services or providing equipment or supplies to the County. Individual Board members who have concerns about the foregoing shall direct those concerns through the appropriate Department Manager. If the Board member is not satisfied with the results of such Department Manager's performance and response on such matter, he or she may bring the concern before the Board of Supervisors.

2. DIRECTION OF COUNTY PERSONNEL

All direction to County employees shall be given by such employee's Department Manager, or as otherwise provided by law. Individual Board Members shall not give directions to County employees. Individual Board members who have concerns about the foregoing shall direct those concerns through the appropriate Department Manager. If the Board member is not satisfied with the results of such Department Manager's performance and response on such matter, he or she may bring the concern before the Board of Supervisors.

3. COUNTY EQUIPMENT AND SUPPLIES

Unless specifically allocated to the use of the Board of Supervisors, individual Board members shall not utilize County equipment, vehicles, offices or supplies. The use of equipment, vehicles, offices or supplies allocated to the Board of Supervisors may be utilized by individual Board members as allocated by the Chairman of the Board or by a majority of the Board should the Chairman decline or neglect to take such action, or should a majority of the Board disagree with

allocations directed by the Chairman.

4. TRAVEL POLICY

Recognizing that without an allocation plan, the Board's limited travel budget may not be equally distributed, and consistent with Board Resolution 89-152, the Board adopts the following:

- 4.1 Board "Travel Expenses" are defined and limited to the following, all of which must be incurred by the Board member only in connection with matters that directly concern Sierra County as determined by the Board of Supervisors:

Transportation fares (airline, railroad, bus tickets), lodging, meals at County per diem rate, parking, taxi fares, other transportation costs pre-approved by the Board of Supervisors, mileage for travel outside of the area (defined in Sierra County Code Section 2.04.090) at the County reimbursement rate ("Travel Expenses"). Reimbursements shall be made upon presentation to the Auditor of a completed purchase order signed by the Chairman, together with receipts for all claimed items, except meals (which are paid by per diem).

- 4.2 Board-appointed representatives to various official organizations (CSAC, NORCAL, RCRC, etc.) may be reimbursed for Travel Expenses directly related to the organization's activities for which the representative is invited to attend.
- 4.3 The Chairman of any standing or *ad hoc* committee shall be receive Travel Expense reimbursements for matters directly related to and necessary for the activities of the subject committee.
- 4.4 It is the intent of this policy to limit reimbursement for travel expenses to one Board member per event unless multiple attendance is approved by the full Board of Supervisors. Therefore, in the event any Board member other than the Board appointee to an organization or the chairman of a committee desires to incur reimbursable Travel Expenses, the request for approval of such reimbursement shall be submitted to the Board of Supervisors for approval in advance. If such approval is granted, the Board member shall thereupon comply with the standard reimbursement procedure (4.1 above).

5. REPRESENTATION OF THE BOARD OR COUNTY

No member of the Board of Supervisors shall undertake any representation of the County or the Board of Supervisors in connection with any matter without the

approval, in advance, of any such representation by the Board of Supervisors. No Board member shall enter into any negotiations or make any representation on behalf of the Board or the County without approval, in advance, of the Board of Supervisors. Any communication to third parties involving matters under the jurisdiction of the Board of Supervisors by an individual Board member, whether or not on Board stationery, shall either be made with approval of the Board of Supervisors, or shall clearly state (or be stated) that the content is that solely of the Board member in his or her individual capacity, and not that of the Board of Supervisors or the County of Sierra. Such statement shall be substantially as follows:

"The contents of this letter express the view of the undersigned in [my] individual capacity, and for which I am solely responsible, and not necessarily that of the County of Sierra or the Sierra County Board of Supervisors."

6. PERSONAL RESPONSIBILITY

In the event any Board member does not comply with the provision of these rules, such non-complying member shall be personally liable for the results of his or her actions, including the full cost of any contract or obligation incurred, whether or not the County derived benefit therefrom, and the Auditor shall not reimburse such non-complying member for any costs incurred for Travel Expense or other expenditure.

End of Rules

L159SC33.RUL 35971123

Resolution 97-043
 March 4, 1997
SIERRA COUNTY
AGENDA
TRANSMITTAL
AND RECORD OF
PROCEEDINGS

1. MEETING DATE: _____, 1997	2. DATE/TIME REC'D _____ <small>(for Clerk's use only)</small>	3. AGENDA ITEM # #15 AGENDIZING DEPARTMENT: <input type="checkbox"/> REGULAR <input type="checkbox"/> CONSENT
4. CONTACT FOR INFORMATION DEPARTMENT: <i>County Counsel</i> NAME: <i>William W. Pangman</i> PHONE NO. <i>289-3212</i>		

5. AGENDA ITEM:

6. SUPPORTIVE DOCUMENTS RELATIVE TO THIS ITEM:
 IF CONTRACT OR AGREEMENT ATTACH: RESOLUTION
 COPY OF CONTRACT

7. BACKGROUND INFORMATION: PREVIOUS RELEVANT BOARD ACTIONS NONE

 (see attached sheet, if more space required)

8. FUNDING SOURCE(S)	9. CURRENT YEAR COST	10. ANNUAL COST	11. IS THIS ITEM ALLOCATED IN THE BUDGET? <input type="checkbox"/> YES <input type="checkbox"/> NO
			IS A BUDGET TRANSFER REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO

12. WILL PROPOSAL REQUIRE ADDITIONAL PERSONNEL? YES NO IF YES, STATE NUMBER
_____ PERMANENT _____ LIMITED TERM

13. RECOMMENDED ACTION OR MOTION: Captioned: _____
 _____ between the County of Sierra and _____

AUTHORIZED SIGNATORY: Chairman, Board of Supervisors or Responsible Administrator
 The Clerk is hereby authorized to issue a separate resolution or minute order in conformance with the Board's action as may be required.
 Other: (See Attached)

14. _____
 SIGNATURE OF AGENCY OR DEPARTMENT AUTHORIZED REPRESENTATIVE DATE

15. APPROVED AS TO FORM: APPROVED AS TO FUNDING SOURCES:
 COUNTY COUNSEL AUDITOR/RISK MANAGER

COMMENTS:

16. BOARD ACTION
- | | | | |
|---|---------------------------------|---|---|
| <input type="checkbox"/> APPROVED | <input type="checkbox"/> DENIED | <input type="checkbox"/> ADOPTED AS AMENDED | <input type="checkbox"/> DIRECTION TO _____ |
| <input type="checkbox"/> APPROVED AS AMENDED | | <input type="checkbox"/> ADOPTED | <input type="checkbox"/> REFERRED TO _____ |
| <input type="checkbox"/> SET PUBLIC HEARING FOR _____ | | <input type="checkbox"/> RESOLUTION NO. _____ | <input type="checkbox"/> CONTINUED TO _____ |
| | | <input type="checkbox"/> AGREEMENT NO. _____ | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> NO ACTION TAKEN | | <input type="checkbox"/> ORDINANCE NO. _____ | |
| | | <input type="checkbox"/> VOTE AYES : _____ | <input type="checkbox"/> NO RESPONSE REQUESTED FROM CLERK |
| | | NOES : _____ | |
| | | ABSTAIN: _____ | |
| | | ABSENT: _____ | |

BY: _____ DEPUTY CLERK OF THE BOARD DATE

SIERRA COUNTY ADMINISTRATION DATABASE INPUT FORM

Contact # _____

Name of Contract:

Party:

*Type:

County Department:

REVENUE EXPENSE

Administrator for County:

Telephone Number:

Administrator for Party :

Telephone Number:

Street:

City :

State:

Zip:

Commencement Date:

Termination Date:

Notice of Option Renewal:

Total Contract Amount:

Monthly Amount :

Periodic Amount:

Weekly Amount :

Billing Amount :

Insurance by County:

Certificate Delivered on _____

Insurance by Party :

Certificate Delivered on _____

**Legend: Service, Lease, Construction, Maintenance,
Professional Service, Other*

scforms\database.inp 3497828

BOARD OF SUPERVISORS, COUNTY OF SIERRA, STATE OF CALIFORNIA

APPROVAL OF)
ESTABLISHMENT OF BOARD) RESOLUTION NO. 97-____
COMMITTEE)
(_____)

WHEREAS,

WHEREAS,

WHEREAS,

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. Committee Name

The _____ Committee is hereby established.

2. Committee Membership

The constituency of the Committee is as follows:

a. Supervisors (Committee Members)

b. Staff to Committee

3. Chair

The Chairman of the Committee is _____.

4. The official contact person for this Committee is _____.
The address for this Committee is _____.

5. Consultants to the Committee shall include the following individuals:

6. The purpose of the Committee is _____.

7. This Committee shall sunset on _____ unless

Resolution 97-043

March 4, 1997

otherwise extended by the Board of Supervisors.

8. The estimated budgetary requirements for the Committee are as follows and the Auditor is authorized to make expenditures up to the amount shown below upon purchase orders signed by the Chair and to charge budget item _____ (Board of Supervisors).

ADOPTED by the Board of Supervisors of the County of Sierra on the _____ day of _____, 1997, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

COUNTY OF SIERRA

RICHARD LUCHESSI
CHAIRMAN, BOARD OF SUPERVISORS

ATTEST:

APPROVED AS TO FORM:

MARY J. JUNGI
CLERK OF THE BOARD

WILLIAM W. PANGMAN
COUNTY COUNSEL

RESOLU.11 3497830