



**BOARD OF SUPERVISORS POLICY MANUAL SECTION 8  
REVISION & CONSOLIDATION**

**I. EXISTING FRAMEWORK**

- A. Section 8 and its two related policies, Section 8B and Section 8L, govern the ways in which the Board of Supervisors conducts meetings, creates and manages advisory boards and commissions, and procedures for appeals before the Board.
- B. Section 8 primarily concerns the agenda for regular meetings of the Board; legislative and regulatory advocacy by the Board; and the creation and management of the Board's advisory boards and commissions.
- C. Section 8B encompasses more detailed procedures for regular meetings; annual elections of and responsibilities of the Board's officers; procedures for appeals; and additional procedures for management of the Board's advisory boards and commissions.
- D. Section 8L prescribes methods of governance to members of the Board.

**II. KEY REVISIONS & CONSOLIDATIONS**

- A. The primary purpose of this project was the creation of a single document that contains all of the Board's governing procedures.
- B. Broadly, the three documents were consolidated and structured into four topics: procedures for meetings; legislative and regulatory affairs; ethics and standards for conduct of members of the Board; and procedures for the creation and management of advisory boards and commissions.
- C. The document also contains three appendices, which delve into further detail on more specialized procedures: official flag displays; rules of procedure for appeals to the Board; and standards for appointments to certain seats on advisory boards and commissions.
- D. Revisions include:
  - 1. Simplification and clarification of the Board's procedures for public comment intended to make it easier for members of the public to address the Board.
  - 2. Updating procedures of the Board's internal governance, which covers elections of officers, duties and responsibilities of the Chair, appointments of members of the Board to external committees, commissions, and other boards, and a change in parliamentary procedures from Sturgis Standard Code to Robert's Rules.
  - 3. Consolidation of previously duplicative provisions of Section 8 and Section 8B related to the preparation of an agenda and updates to procedures used by the Clerk to set agenda items.
  - 4. Updates to specific procedures to reflect current practices.
  - 5. Revision of procedures governing the issuance of proclamations and other commendations by the Board and inclusion of an appendix related to the official display of flags on County flagpoles.
  - 6. Revision of procedures governing the Board's legislative and regulatory advocacy, simplifying requirements for consideration of an item, outlining actions available to the Board, altering emergency procedures to a ratification-based process, and modifying the voting threshold for advocacy-related items to a simple majority rather than unanimity.
  - 7. Inclusion of an ethics and standards section outlining expectations and procedures in the event of non-compliance.
  - 8. Revision of procedures for appointments to advisory boards and commissions to reflect current practices and responsibilities of the Clerk of the Board and individual liaison departments.
  - 9. Consolidation of previously duplicative information related to appointment standards from Section 8 and Section 8B into a single list now contained in an appendix.