

**COUNTY OF ALPINE**  
**BOARD OF SUPERVISORS**



**Governance Manual  
and  
Board of Supervisors  
Operating Rules and Procedures**

(Containing ethics standards, references to policies and procedures for Board operation and serving the function of Bylaws for the Board of Supervisors)

Adopted by Resolution No. R2026-05 of the County of Alpine at the regular meeting of January 20, 2026.

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**RESOLUTION NO. R2026-05**

**RESOLUTION OF THE BOARD OF SUPERVISORS,  
COUNTY OF ALPINE, STATE OF CALIFORNIA  
ADOPTING A GOVERNANCE MANUAL AND BOARD OF SUPERVISORS OPERATING  
RULES AND PROCEDURES AND REPEALING RESOLUTION R2021-55**

**WHEREAS**, the Board of Supervisors, County of Alpine, State of California, sees the need to incorporate ethical standards and update the rules and procedures for conduct of their business meetings by amending and incorporating existing resolutions into one document titled the Governance Manual; and

**WHEREAS**, the Board of Supervisors previously adopted a Governance Manual, most recently via Resolution R2021-55, and now desires to modify, streamline and amend its Governance Manual.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of Alpine, State of California, do hereby repeal all prior actions and resolutions adopting rules of governance and operations, and specifically Resolution R2021-55; and

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board of Supervisors of the County of Alpine, State of California, do hereby adopt a Governance Manual and Board of Supervisors Operating Rules through adoption of this Resolution.

**PREFACE**

This Governance Manual is not intended to serve as an all-inclusive or comprehensive collection of every past or present policy, procedure and practice utilized in the operation of the County of Alpine ("County"). The development of such a document would be well beyond the scope of any single, brief manual. Rather, the objective of this Governance Manual is to provide members of the County's Board of Supervisors, subsidiary bodies and staff with a handy summary of and reference to the general manner in which the County and its Board of Supervisors does now and should continue to operate. In addition, this manual sets forth a code of conduct and ethical standards applicable to members of the County's Board of Supervisors and subsidiary bodies.

**SECTION I - ETHICAL REQUIREMENTS**

This section is provided as a summary only and not meant to be a full dissertation of the Political Reform Act, Common Law Conflicts of Interest, or other laws governing ethical requirements; Board members and employees should consult the Fair Political Practices Commission (fppc.ca.gov), their personal attorney, County Counsel or their comprehensive training documents if they have questions. In such matters, County Counsel represents the County government, not the individual Board members or employees.

**COMMON LAW CONFLICTS and PERSONAL FINANCIAL GAIN CONFLICTS**

- A. The common law doctrine against conflicts of interest prohibits public officials from placing themselves in positions where their private interests may conflict with their public responsibilities, even if no financial interest is involved. Public officials must act in the best interest of the County.
- B. Laws Prohibiting Bribery (Pen. Code § 68). Any employee elected official, or appointee is prohibited from accepting a bribe. Doing so may constitute a felony and is punishable by prison time and fines.
- C. Conflicts of Interest under the Political Reform Act (Gov. Code §§ 87100, 87103)

GC 87100: No government employee, official or appointee (public officials) shall make, or in any way, attempt to use his/her official position to influence a governmental decision in which he/she knows or has reason to know that he/she has any financial interest. GC 87103: A public official has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect on the official or a member of his/her immediate family.

- D. Contractual Conflicts of Interest (Gov. Code § 1090)  
No government employee, official or appointee may be financially interested in any contract created by them in their official capacity. Neither will they be purchasers or vendors at any sale made in their official capacity.
- E. Conflicts of Interest and Campaign Contributions (Levine Act Gov. Code§ 84308)  
Employees of a government agency shall not receive contributions in excess of \$500 during the time that any permit or license is pending approval by said agency.
- F. Conflicts of Interest When Leaving Office and Prospective Employment (Gov. Code§§ 87406.3, 87407)
- GC87406.3: For a period of one year after leaving office or employment, no elected official who formerly worked for a government agency shall make an appearance for another person in front of that agency
  - GC 87407: No public official shall make, participate in making or use their official position to influence any governmental decision directly relating to any person with whom he/she is negotiating, or has any arrangements concerning prospective employment.

#### LIMITATIONS ON ACCEPTING CONTRIBUTIONS

- A. Gov. Code§ 86203: Lobbyists are prohibited from making any gift worth upward of \$10 in any given month.
- B. Gov. Code § 89503: No elected official shall accept gifts totaling over \$630(2025-2026 limit) from a single source in one calendar year.
- C. Gov. Code § 89506: Payment from qualifying agencies for travel and lodging and food expenses are not considered a gift, with some exceptions. See form 801 for gifts to County including travel payments made by another entity/person.
- D. Honoraria Ban (Gov. Code § 89502): No government official shall accept any honorarium.
- E. Misuse of Public Funds (Pen. Code § 424; Gov. Code § 8314; *Fair Political Practices Commission v. Suite* (1979) 90 Cal.App.3d 125; *Stanson v. Mott* (1976) 17 Cal.3d 206: Use of public funds for personal benefit or for the benefit of friends or families is punishable by imprisonment. The official will be disqualified from holding public office in the state.
- F. Prohibitions Against Gifts of Public Funds (Cal. Const., art XVI, § 6): The legislative body shall not have the authority or power to give or lend public funds to any person except for a public purpose.

- G. Mass Mailing Restrictions for Elected Officials (Gov. Code § 89001): No newsletter or mass mailing shall be sent at public expense featuring an elected official.
- H. Prohibition against acceptance of free transportation by transportation companies (Cal. Const., art. XII, § 7): A transportation company may not offer free transportation to any person holding office in California. The acceptance of free transportation will be deemed a forfeiture of office.
- I. Behested Gifts: Elected officials must report solicitations of donations to be made by one person/entity and given to another person/entity. (Gov. Code 84224-FPPC Form 803)
- J. Tickets and Passes: Public Officials shall report event tickets and passes on FPPC Form 802.
- K. Incompatible Offices (Gov. Code § 1099): A government officer may not hold two offices in government that are incompatible.
- L. Government Code section 53234 requires that a Supervisor receive ethics training every two years.

#### GOVERNMENT TRANSPARENCY LAWS

- A. Economic interest disclosure under the Political Reform Act (Gov. Code § 87200): Candidates for government office must file a statement disclosing financial and real property interests. Also, a statement of income for the prior 12 months is required.
- B. Brown Act (Gov. Code § 54950 et seq.): Public agencies exist to serve the people and should conduct their meetings openly.
- C. Public Records Act (Gov. Code § 6250): Information relating to the conduct of people's business as produced by any government agency is the people's right to know.

#### FAIR PROCESS LAWS

- A. Common Law bias provisions: A decision maker who stands to gain or lose from a decision is disqualified from acting as a decision maker. *Breakzone Billiards v. City of Torrance* (2000) 81 Cal.App.4th 1205 (2000).
- B. Due Process Requirement: A hearing officer whose potential future income derives from work that an agency might give based on his or her performance in a hearing at hand is not giving due process. *Haas v. County of San Bernardino* (2002) 27 Cal.4th 1017.
- C. Competitive Bidding Requirements for Public Contracts: The County shall comply with competitive bidding requirements for all public contracts in accordance with State law or County ordinance.

### **SECTION II -ADOPTION OF RULES**

The Board of Supervisors hereby adopts these rules and procedures for the conduct of its business and shall be governed hereby and by the Ralph. M. Brown Act Gov Code 54950 et seq.

### **SECTION III - MEETINGS**

A. Regular Meetings

The regular meetings of the Board of Supervisors of the County of Alpine, State of California, shall be held on the first and third Tuesday of every month, commencing at the hour of 9:00 a.m., in the Board of Supervisors chambers at the Alpine County Government Center, Markleeville, California, pursuant to Alpine County Code 2.04.010. Closed session items may be scheduled as special meetings commencing before 9:00 a.m.

Regular meetings shall be noticed and held in accordance with the Ralph M. Brown Act Gov Code 54950 et seq.

A special or emergency meeting may be held at a location other than the Alpine County Government Center Building provided such location is designated in the special or emergency meeting notice. (Please see relevant sections below).

Regular meetings may be adjourned from time to time to specific locations and to alternative times other than provided herein, as long as such meetings are held within the boundaries of Alpine County and are so noticed on the agenda. Any meetings outside the boundaries of Alpine County must comply with the provisions of California Government Code.

In the event the date so set for any regular meeting shall fall upon an approved County Holiday then such regular meeting shall be held on the next business day commencing at the hour set for that meeting.

The Board shall not conduct any meeting or hearing in any facility that prohibits the admittance of any person(s) on the basis of race, religion, creed, color, national origin, ancestry, sex, physical or mental disability, or any other protected class as determined by any state and/or federal law.

B. Special Meetings

A special meeting may be called, pursuant to the provisions of Government Code §54956, at any time by the Chair of the Board, or by a majority of the members of the Board, by delivering written notice personally or by any other means to each member of the Board and the Clerk of the Board. Attendance shall be evidence that notice was delivered.

Special meetings shall not be called regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive as defined in Section 3511.1 subdivision (d). This does not apply to a special meeting to discuss a local agency's budget.

A special meeting notice will be prepared by the Clerk of the Board for any gathering at which County business may be discussed if a quorum of the Board may wish to attend. Notice is not required for the Board's attendance at purely social events or at conferences open to the general public concerning issues of general interest, or at open and publicized meetings organized by someone not employed by the County to discuss a topic of local concern.

Notice to the public shall be posted at least twenty-four (24) hours prior to the special meeting in a location that is freely accessible to members of the public. Public input is allowed at special meetings but is limited to the topic to be discussed at the special meeting.

C. Meetings Held Outside the Boundaries of the County Board of Supervisors Jurisdiction  
Pursuant to Government Code §54954, regular and special meetings of the legislative body shall be held within the boundaries of the territory over which the lead agency exercises jurisdiction, except to do any of the following:

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the local agency is a party.
2. Inspect real or personal property which cannot be conveniently brought within the boundaries of the territory provided that the topic of the meeting is limited to items directly related to the real or personal property.
3. Participate in meetings or discussions of multi-agency significance that are outside the boundaries of the local agency's jurisdiction. Any multi-agency meeting or discussion held shall take place within the jurisdiction of one of the participating local agencies and be noticed by all participating agencies.
4. In case of disaster or emergency, the meetings shall be held for the duration of the emergency at the place designated by the Chair.
5. To meet with state or federal officials on legislative or regulatory issues when a local meeting is impractical.
6. To meet at a district-owned facility outside the boundaries, discussing only matters related to that facility.
7. For a closed session with legal counsel on pending litigation at their office to reduce costs.

D. Emergency Meetings

An emergency meeting may be called and noticed in accordance with Government Code §54956.5. An emergency situation means either of the following:

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both as determined by a majority of the members of the legislative body.
2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.

During an emergency meeting, the legislative body may meet in closed session if agreed to by a two-thirds vote of the members of the legislative body present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present.

Media which has requested notice of meetings shall be notified one (1) hour prior to the emergency meeting, or in the case of a dire emergency, at or near the time that the presiding officer or designee notifies the members of the legislative body of the emergency meeting. All special meeting requirements, except the notice requirement, shall apply.

E. Workshops

From time to time the Board may meet in workshops at a time and place designated by the Chair of the Board. Such workshop shall be noticed to the public as regular or special board meetings and will be open to the public.

F. Cancellation of Meetings

The Chair, the Vice Chair, or any attending member of the Board of Supervisors may cancel a meeting due to a lack of a quorum. Upon cancellation, the Clerk of the Board will provide notice and posting of such cancellation in as timely a manner as is reasonable under the circumstances.

#### **SECTION IV – BOARD OF SUPERVISORS AGENDAS**

A. Agenda Review Committee

The County Executive Officer may create an Agenda Review Committee (ARC) for review and approval of Board of Supervisors Agenda items and Agenda structure.

B. Review of Agenda Items Prior to Placement on the Agenda

Specific time frames for items that require special review and processing before being placed on the agenda are as follows:

1. Human Resources: For normal, non-controversial personnel actions please provide one week for the department to review the item prior to its placement on the agenda. The fiscal impact of any proposed personnel action must be included in the agenda report and reviewed by the Finance Department as well.
2. Finance Department: All matters of fiscal or budgetary nature must be submitted to Finance at least one week prior to the agenda deadline to review item.
  - Grants: Provide copy of the grant application, grant guidelines, and supplemental budget adjustments for any departments affected by the grant. This information should be presented to Finance at least the Wednesday prior to the agenda deadline.
  - Other agenda items: Other agenda items, such as supplemental budget requests, appropriation or contingency transfers, must be presented to Finance by the Wednesday prior to the Thursday agenda deadline.
3. County Counsel: Any contracts, agreements, MOUs, RFPs, RFQs,

intergovernmental agreements, leases, ordinances, resolutions or other such items requiring County Counsel's review must be presented at least two weeks prior to the agenda deadline. Please indicate if the agenda item is time sensitive or needed for a specific Board date. Documents should be provided in an editable form such as Microsoft Word. Also, please indicate any specific legal questions or issues that you wish to address in the review. Once approved by County Counsel, draft agenda items should not be further modified prior to placement on the agenda.

4. CEO: Any RFP, RFQ, bid document or proposed purchase should be reviewed with the County Executive Officer at least one week prior to placement on the Board's agenda.

An agenda item that requires review or coordination with another department or the recommendation or approval from another department, will not be placed on the agenda unless all affected departments have confirmed their review of the item.

C. Submission of Agenda Items

The County Executive Officer and Department Heads may request that items be placed on the agenda. A department head may, with the approval of the County Executive Officer, delegate the responsibility to submit agenda items to a deputy department head/director or undersheriff. In the absence of a County Executive Officer, the Chair of the Board may provide approval. Whenever the department head receives such approval to delegate submission of an agenda item, the department head will be presumed to have approved and have knowledge of the agenda transmittal and will be held responsible for any recommendation to the Board.

Requests for agenda items from outside agencies or members of the public shall be submitted in writing to the Clerk of the Board (COB). The COB may refer the request to the Agenda Review Committee, the Chair of the Board, or the appropriate department head or the CEO for consideration as an agenda item before being placed on the agenda. Any citizen may contact any supervisor, preferably their district supervisor, to request or suggest that a matter be placed on an agenda and such requests shall be responded to at the supervisor's discretion. Items may be initiated by members of the Board of Supervisors by request at any Board meeting and shall, if approved by a Board majority, be placed on a future agenda by the CEO. The Board shall not have a substantive discussion regarding proposed agenda items except at the meeting in which the agenda item is placed. Urgent matters initiated by Board members may be placed on the agenda by the COB with approval of the Agenda Review Committee or, if none exists the CEO and Chair.

Backup documentation and/or sufficient supporting material or summary of the matter, including proposed reports, ordinances, resolutions, proclamations, petitions and other documents or copies thereof, to be considered or adopted by the Board shall be furnished to the COB at the time the matter is placed on the agenda. Each item must be accompanied by a separate, completed agenda transmittal (request) form and any supporting material. The agenda request shall include a description of the proposed action to be considered, background, procedural history, information as to how the item relates to the current strategic plan, options or alternatives for the Board, and recommendations. The agenda transmittal shall be drafted objectively and avoid personal information. Requests for expenditures shall be supported by background budget information, as necessary. Exceptions to the rules of this paragraph may be

granted by the Chair or CEO on rare circumstances.

The deadline to place an item on the agenda for the Regular Board Meeting is Thursday at 3:00 p.m., which shall be the Thursday at least twelve (12) days before the Regular Meeting. In the event that the Thursday falls on a designated County holiday, the deadline shall be the Wednesday before the regular Thursday deadline at 3:00 p.m.

Any request that a specific item be assigned at a certain time for hearing must be requested by the submitting party at the time that the agenda item is submitted.

D. Agenda Review Process

The proper preparation and submittal of agenda items assist the Board in its ability to fully review items prior to the meetings, makes certain that items before the Board have been reviewed by the involved departments, and ensures that the Board's conduct of business is in compliance with all applicable laws and regulations.

The Agenda Review Committee shall schedule a meeting to review the proposed agenda prior to the Board meeting, and shall determine the day, time and place of the meeting. In the absence of an Agenda Review Committee, the Chair, COB and CEO shall schedule such meeting. The proposed agenda items will be reviewed for compliance with local administrative rules, form, legal effect, and financial impact.

Absent an emergency, items for which the requisite information or supporting documentation is not timely submitted may be removed from the draft agenda by consensus of the Agenda Review Committee, the Chair, or CEO. In such cases, the respective department head will be notified and provided with an opportunity to remedy the situation and allow the item to be replaced by producing materials or information lacking, or an explanation acceptable to the Agenda Review Committee, Chair or CEO.

E. Addendum to the Agenda

Matters that arise after agenda posting that are urgent and cannot be placed on a subsequent Board agenda or have been pulled from the draft agenda during Agenda Review may be placed on an Addendum to the Agenda for the same meeting, provided the department is able to provide the missing or required information or documentation, the item is approved by the CEO and/or Chair, and the Clerk is able to post the agenda no later than 72 hours prior to the meeting. Addenda to the Agenda should be rare.

F. Preparation

The agenda for each Board meeting shall be prepared by the Clerk of the Board and shall include all matters that come before the Board in the ordinary course of business, or which are placed upon the agenda by direction or approval of the Board, the Chair, the County Executive Officer, the County Counsel, or the Agenda Review Committee.

Board agenda packets shall be provided to each Board member and appropriate staff. The Board agenda packet shall be available for the public on the County website, and a copy will be available at the Clerk's Office.

Items may be continued by the Board at the time of the Board meeting if sufficient material has not been submitted or if further documentation or staff development is requested.

Citizens and interested parties are encouraged to write to the Board of Supervisors concerning County issues and items listed on a meeting agenda. When written communications addressed to the Board of Supervisors are received, the Clerk shall copy the document for each supervisor, the CEO, the County Counsel, and, if appropriate, for specific department staff. Written communications received for a specific item will be marked with the appropriate agenda item number and be included in the public packet. When the agenda item is discussed, the COB or Chair of the Board may note that written communication was received after the agenda packet was published and it will be made part of the record. Although written communication received after posting of the agenda may be considered by the Board as part of their decision-making, such consideration is not required.

G. Publication and Posting

A printed agenda of the regular meeting shall be posted at least seventy-two (72) hours before the regular meeting and shall contain a brief general description of the subject matter of each item of business. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public. If the time of posting falls on a holiday, then the agenda shall be posted on the day prior.

An agenda of any special meeting must be posted at least twenty-four (24) hours prior to the special meeting and must specify the time and location of the meeting. Action may be taken only on posted items.

H. Consent Agenda or Regular Agenda

Items may be placed on the consent agenda or regular agenda. Consent items should be routine, not complex, non-controversial, which are not likely to require further discussion and are likely to be acted upon by a single, unanimous vote of the Board. The submitting party should recommend consent or regular agenda. Final determination will be made during the agenda review process. Prior to the approval of the consent agenda, in the open meeting and at the request of any Board member, appropriate staff, or the initiating party, any item may be pulled from the consent agenda to be considered separately by the Board as provided by these rules and procedures.

Prior to approval of the consent agenda, the Chair of the Board will announce that comments or questions will be taken on consent items from members of the public, staff or the Board, when the comment does not necessitate pulling of the item for separate action. Following consent agenda comments, the Chair of the Board will ask if there are items to be pulled from the consent agenda to be discussed and considered under separate motion. Members of the public may request the Chair to pull an item for separate consideration prior to consideration of the consent agenda, which request should not be unreasonably denied.

I. Matters Not Posted on the Agenda

Pursuant to Government Code section 54954.2(b) discussion or action may not be taken on any item not appearing on the posted agenda except as follows:

1. EMERGENCIES: Upon determination by a majority vote of the Board that an emergency situation exists, as defined by Government Code 54956.5 and outlined above under section V(D);

2. URGENCIES: Upon determination by a four-fifths (4/5) vote of the Board, or, if less than the full Board is present, a unanimous vote of those members present that the need to take action arose subsequent to the agenda being posted; or
3. The item was properly agendized for a prior meeting of the same legislative body occurring not more than five calendar days prior to the date action was taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.

These exceptions should be construed narrowly.

## **SECTION V - ORDER OF BUSINESS**

### **A. General**

All meetings of the Board shall be conducted in accordance and in compliance with the Ralph M Brown Act.

At the time set for the commencement of each regular meeting, the Board members, Clerk of the Board, County Counsel, County Executive Officer, and such officers and employees as have been requested to be present at such time, shall be present in the Board chambers.

So far as it is practical, unless otherwise altered by the Chair of the Board, the order of business for regular meetings of the Board shall be transacted in the following order:

1. Call to Order Regular meeting. (9:00 a.m.)
2. Open Session - Pledge of Allegiance
3. Corrections
4. General Non-Agenda Public Comment and announcements
5. Consent Agenda
6. Public Hearings (10:00 a.m.)
7. Regular Agenda - Unfinished Business
8. Regular Agenda - New Business
9. Board Members Announcements or Reports
10. Closed Session
11. Adjourn to any of the following agencies for which the Board of Supervisors sits as officers: Board of Equalization; Local Transportation Commission; or Water Agency as necessary
12. Adjournment

The Chair may take items out of order. Items scheduled for a particular time should be taken up as close to the designated time as is possible. In no case shall a timed item be taken up before the designated time.

### **B. Public Comment**

It is the policy of the Alpine County Board of Supervisors to encourage and permit public testimony before every matter before the Board is acted on by the Board. At a regular meeting, public comment shall be allowed on any topic of public interest that is within the Board's jurisdiction. Public comment is either General (non-agenda matters) or specific to an agenda item. Public comment shall be made pursuant to Government

Code section 54954.3.

Matters already reviewed by a committee are exempt, except for committees focused on elections, budgets, police oversight, privacy, limiting access to public library materials, or taxes related to spending or unless the legislative body determines the item has substantially changed.

At the time fixed for public comment or when any subject or question is presented to the Board and before any motion is made with respect thereto, the presiding officer shall inquire whether there are any people present who desire to speak on the subject. Any such person shall then be permitted to speak. While not required by law, it is requested that each speaker state their name and place of residence or agency to the Clerk of the Board. All remarks shall be addressed to the Board as a body and not to any member thereof in particular, except with the permission of the presiding officer.

No action can be taken on matters not listed on the agenda, nor can the Board engage in general discussion. However, the Board may ask clarifying questions.

Comment time per speaker is generally limited to 3 minutes. However, the Board or Board Chair may extend or limit the number of speakers, the time allowed per speaker, and/or the total time allotted on a subject. People may cede time to another person at the discretion of the Board Chair. Persons with disabilities impacting speaking and non-English speakers will be provided extra-time.

People making comments at meetings of the Board of Supervisors shall first be recognized by the Chair before speaking. Such people should stand at a microphone during the comment period, unless invited to do otherwise by the Chair.

During Public Comment, remarks shall be directed to the Board as a whole, not to individual Board members and not to the audience. Public comments are a time for the public to provide information or opinions to the Board for consideration. Public comments are just that, not a back-and-forth question and answer session with the Board or staff. Although the Board welcomes public testimony, people in the audience shall not vocally express support or opposition to statements by supervisors or by people testifying.

C. Public Hearings

Public hearings shall be declared open by the presiding officer at the time fixed therefore in the published notice. They shall be closed by the presiding officer after they have determined that the positions of all interested parties have been heard.

D. Closed Session

Closed sessions may be scheduled in accordance with the provisions of the Government Code as a special meeting prior to commencement of the regular public meeting, as needed, or as part of the regular meeting agenda. Closed sessions shall be restricted to discussion as provided in Government Code Section 54956.8 - 54969. Those activities currently permissible include:

- License/Permit Determination
- Conference with Real Property Negotiators (Gov. Code section 54956.8)
- Conference with Legal Counsel - Existing Litigation (Gov. Code section 54956.9)
- Conference with Legal Counsel - Anticipated Litigation (Gov. Code section 54956.9)

- Conference with Legal Counsel Initiation of Litigation (Gov. Code section 54956.9)
- Liability Claims (Gov. Code section 54956.9)
- Threat to Public Services or Facilities (Gov. Code 54957)
- Public Employee Appointment (Gov. Code section 54957)
- Public Employee Performance Evaluation (Gov. Code section 54957)
- Public Employee Discipline/Dismissal/Release (Gov. Code section 54957)
- Conference with Labor Negotiators (Gov. Code section 54957.6)
- Case Review Planning (Gov. Code section 54956.9)
- Report Involving Trade Secret
- Charge or Complaint Involving Information Protected by Federal Law
- Conference Involving Joint Powers Authority
- Audit by California State Auditor's Office

Following a closed session, if a matter meets the “action taken” requirement described in Government Code section 54957.1, the legislative body or County Counsel shall publicly report at the same meeting or after agendaizing the matter at a subsequent public meeting, any reportable action taken in closed session and the vote or abstention of every member present. These reports may be made orally or in writing. Any written requests for documents that received final approval in closed session shall be provided pursuant to Government Code section 54957.1

E. Minutes

The minutes of the meeting shall be kept by the Clerk of the Board. The minutes shall contain a record of action taken on each item on the agenda. The Clerk of the Board shall be required to record those matters which were voted upon by the Board.

The proceedings of all board meetings shall be electronically recorded. Any recording of an open and public meeting shall be subject to inspection pursuant to the California Public Records Act. Retention of minutes and recordings shall be determined per the General Records Retention and Disposition Schedule for Alpine County, California as adopted by ordinance or resolution from time to time.

Minutes of any emergency meeting, a list of people notified or attempted notification, and any action taken at the meeting including roll call vote, shall be posted for a minimum of ten (10) days in a public place as soon after the meeting as possible.

G. Ordinances, Resolutions, Contracts and County Policies

1. Preparation

Proposed resolutions, contracts, agreements, County policies and like documents shall be prepared by the concerned department head, a designated representative, or by any initiator of said document.

Proposed ordinances, resolutions, contracts, agreements, County policies and like documents initiated by the Board of Supervisors shall be prepared by County Counsel or the appropriate department.

All ordinance summaries must be given to the Clerk of the Board no later than fifteen (15) days prior to the Board of Supervisors’ meeting to provide time to post the required Public Hearing Notice.

2. Approval by Department Heads

All documents described above shall, before presentation to the Board, be referred to the head or heads of the department under whose jurisdiction the administration of the subject matter of the ordinance, resolution, contract or agreement would devolve for his or her approval. Once such document has been cleared by the affected department head or heads, it shall be submitted to County Counsel for approval as to form, prior to the Board agenda deadline. Urgency items added to the agenda must be consistent with state law. The urgency items must be approved by the County Executive Officer and County Counsel prior to introduction to the Board.

**SECTION VI -ROSENBERG'S RULES OF ORDER**

Except as otherwise provided in these Rules, the most current edition of Rosenberg's Rules of Order constitutes the rules of order of the Board. However, no action or procedure of the Board shall be invalidated because of non-compliance with Rosenberg's Rules of Order. Any rules herein supersede and control over Rosenberg's Rules of Order to the extent they differ in text or application. Applicable California State law supersedes and controls over all other rules to the extent they differ in text or application.

**SECTION VII ACTION OF THE BOARD, MOTIONS and VOTING**

A. Action by the Board of Supervisors

All actions of the Board of Supervisors must be by motion of a member of the Board and be seconded by another Board member. The Chair of the Board is specifically empowered to make and second motions. Once a motion has been made, questions, explanations and proposed amendments of the motion may be discussed before a second unless a motion and a second to terminate debate is approved.

1. Motion to Reconsider: A motion to reconsider an item upon which the Board has acted may only be made at the meeting in which the action was taken or at the next subsequent meeting. Motions to reconsider can be made at any time if approved by the majority of the Board of Supervisors. However, the item must be properly on the agenda for such action.
2. Motion to Rescind: A motion to rescind any action of the Board may be made by any Supervisor at any time if the matter is properly on the agenda. The grounds for such motion are limited to an error in the adoption of the item either through rule violation or procedural mistakes, that the facts underlying the Supervisor's decision were misrepresented or determined later to be incorrect, or with a finding that it would be in the best interest of the County.

B. Voting

A vote shall be held on all agenda items requiring action. After the motion has been voted upon, there shall be no further discussion on the question except that the Board members may, with permission of the presiding officer, explain their reasons for voting as they did or ask clarifying questions. A Board member may abstain on any matter. Such abstention shall be considered as a non-vote and shall not be counted as either a negative or affirmative vote.

The Board shall take no action except upon the affirmative vote of at least three (3)

Supervisors unless otherwise provided by law, ordinance or these rules. Unless disqualified due to a conflict of interest, appearance of a conflict of interest, or absence, all Supervisors shall vote on all questions coming before the Board. Whenever a roll call vote is requested, the Board Clerk shall call the name of a Supervisor and record the vote of that Supervisor. A roll call vote is required if any member of the Board attends a meeting via teleconference. Consensus/direction does not require a roll call vote.

C. Tie Votes

Tie votes are considered no action by the Board. However, where an applicant's rights are being considered, such as land use permits, tie votes will be considered a denial for purposes of any right to appeal or bring legal action.

**Section VIII- Rights and Duties of Supervisors**

1. When a Supervisor desires to speak, they shall address the Chair and be acknowledged. When two (2) or more Supervisors address the Chair at the same time, the Chair shall designate the Supervisor who will speak first. All Supervisors shall confine their remarks to the question then under consideration.
2. Members of the Board desiring to address another member of the Board, or a member of the public, shall only do so upon recognition by the presiding officer.
3. Every motion shall require a second for action to be taken. Discussion on a motion is not normally permitted until the motion receives a second. However, questions, explanations and proposed amendments of the motion may be discussed before a second unless a motion and a second to terminate debate is approved. Motions and seconds may be made by any member of the Board, including the Chair.
4. It is expected that Supervisors will participate in all Board Assigned committees and assigned outside agency meetings.
5. It is expected that Supervisors will participate in person at board meetings unless there are unusual circumstances prohibiting them from attending. If any Supervisor is unable to attend a meeting, they shall notify the Board Clerk as soon as possible.
6. Traditional Teleconferencing (§54953) is available for members of a legislative body. Per this section at least a quorum of the members of the legislative body must be present within the jurisdictional boundaries of the local agency during a teleconference meeting. Any teleconferencing location is also required to be accessible to the public.
7. If supervisors are participating under traditional teleconference rules it is expected that they will have their camera on while speaking or voting.
8. Supervisors can use teleconferencing for "just cause" that permits them to participate remotely for reasons including, but not limited to, childcare responsibilities, illness, family medical emergencies, or military service. through 2029. (§54953.8)

9. If in a Supervisor's absence, the Board would lack a quorum, no Supervisor shall leave their seat on the dais without obtaining permission from the Chair.
10. Individual Supervisors may not direct staff or County Counsel to perform any work, initiate any proposed action, ordinance, resolution or policy. This is not intended to discourage Supervisors from having discussions with staff or County Counsel on issues of concern to the Supervisor. Such discussions shall not be construed as direction to staff or County Counsel.
11. Committees or commissions, with a majority vote or consensus, may request staff to bring items to the full board for direction.

### **SECTION IX Committee and Outside Agency Appointments and Travel**

1. Appointment of the Board members to standing committees and outside agencies will be made at the first meeting of the calendar year or as soon thereafter as practicable. In addition to standing committee appointments, the Chair of the Board may appoint official representatives of the County for various purposes, such as meetings and official functions, on an as-needed basis.
2. The Chair of the Board or the majority of the Board may create and appoint members to advisory ad hoc committees, consisting of less than a quorum of the Board and with short-term subject matters. Committees that include non-Board members and/or have continuing subject matter jurisdiction are subject to the Ralph M. Brown Act Opening Meeting laws.
3. No Board member shall be reimbursed for attending a committee/commission or other meeting where they have not been appointed through the committee assignments process. The exception is when a Board member has been appointed as the alternate and they are requested to attend instead of the appointed member. Supervisors shall be paid travel expenses only for the committee/commission they are appointed, according to the adopted Alpine County Travel Policy.
4. All Board members may attend and be paid travel expenses to the annual conference of the California State Association of Counties (CSAC), the annual conference of the Rural County Representatives (RCRC) of California, and the National Association of Counties (NACO) when held in California or Nevada.
5. Supervisors Elect may attend the California State Association of Counties annual conference prior to taking office and be reimbursed for travel and expenses per County Code and the County travel and reimbursement policy.

## **SECTION X - ORGANIZATION OF THE BOARD**

### **A. Selection of Presiding Officer**

At the first regular meeting of each calendar year, it is customary that the Supervisor who served as Vice-Chair during the preceding calendar year be selected by majority vote and seated as Chair. The Chair shall hold office for one (1) year and/or until the selection of their successor. If for any reason the Vice Chair is unable to be Chair, the Supervisor who was next in order to be Vice Chair during the preceding year shall be Chair, provided that no Supervisor shall be Chair who has not completed one (1) year of service on the Board. The Chair shall be the presiding officer of the Board and shall have all lawful authority to preserve order at all meetings.

### **B. Selection of Vice Chair**

It is customary that the Vice-Chair shall be selected by rotation. If for any reason a Supervisor is unable to serve when it is their turn, the Supervisor shall be skipped, and the office shall fall on the Supervisor next in order. The Vice-Chair is customarily selected by majority vote and seated at the first regular meeting of each calendar year, or as soon thereafter as practicable, and shall hold office for one (1) year and/or until selection of his or her successor. The Vice Chair shall, in the absence of the Chair, have and perform all powers and duties of the Chair.

## **SECTION XI – PUBLIC HEARINGS**

### **Public Hearing Procedure:**

Any matter set for public hearing shall be announced by the Chair at the time set for commencement of the hearing. The Chair shall open the Public Hearing, request staff provide a presentation, take public comment and testimony, request Board comments and discussion, close the public hearing, accept motions and deliberations.

Noticing of public hearings shall be posted according to state law and guidelines.

Whenever the Board sets a matter for public hearing and it is anticipated that attendance will be substantially greater than the capacity of the Board chamber, or the issue is of specific interest to a particular geographical area within the County, then the Board may direct that arrangements be made for the use of a suitable alternate facility for such hearing. If a suitable alternate facility is not available, the public hearing may be continued to a date when a suitable alternate facility will be available.

Any matter set for public hearing may be continued from time to time either before or after the public hearing has been closed.

## **SECTION XII – COURTESY AND DECORUM**

While the Board is in session, all persons shall preserve order and decorum. The County of Alpine promotes mutual respect, civility, and orderly conduct among employees, elected officials, and the public. It is the duty of the Chair, and the members of the legislative body to maintain common courtesy and decorum to create an atmosphere where the members of the legislative body, staff and the members of the public can attend business efficiently, fairly, and with full participation. The County encourages professional, respectful, and courteous communication and discourages hostile, intimidating, or otherwise disruptive actions.

The following sets forth expectations of decorum when interacting with the Board, staff, or other members of the public while on County public property and during public meetings.

1. All interactions between the Chair, Board, staff, other elected officials, and members of the public will be conducted in a respectful manner that acknowledges mutual respect.
2. Only one person shall speak at a time and only after being recognized by the Chair. Prior speakers and others shall refrain from interrupting other speakers.
3. The Chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question. The Chair has the right to cut off any discussion that strays from the legislative business and becomes too personal, too loud, or too crude.
4. Members of the public shall provide comment only during public comment period as called on by the Chair and only during their allotted time.
5. Threats and hate speech, including threats of violence, will not be tolerated.
6. Members of the public will refrain from any behavior that disrupts, or threatens to disrupt, the Board from conducting business and government operations such as: intimidating or offensive communication, harassment or intimidation of any Board member, staff, elected official, or member of the public, will destruction or damage of County property, conduct that provokes a violent reaction, possession of any weapon or concealed firearm in a public meeting, and/or intentional disruption of public comment or demonstrates and continuing a pattern of disruptive behavior.
7. Members of the public shall not approach the dais or presenters during a meeting unless otherwise specifically directed by the Chair.

The County reserves the right to take appropriate actions if decorum is not adhered to including official verbal warnings, pausing the meeting while order is restored, terminating remote participation, evacuating the public meeting to restore order, and asking people to leave the meeting.

### **SECTION XIII - DUTIES OF PRESIDING OFFICER**

The presiding officer shall preserve strict order and decorum at all meetings of the Board. They shall state every question coming before the Board, announce the decision of the Board on each subject and decide all questions of order; subject, however, to an appeal to the Board, in which event a majority vote of the Board shall govern and conclusively determine such question of order or procedure. In making determinations of order and procedure the presiding officer may refer to Rosenberg's Rules of Order and/or may consult with County Counsel. His or her name shall be called last on any question being voted upon. The presiding officer shall also serve as the chair of the Local transportation Commission, the County Board of Equalization and the County Water Agency, when such bodies are called into session.

**SECTION XIV – ADJOURNMENT and COMPLETION OF BUSINESS**

It is the policy of the Board that all regular and special meetings be adjourned upon completion of all business. In the event it appears that the entire agenda cannot be completed at a reasonable time, the Board may take up the more pressing items on the agenda. All agenda items not considered at the meeting may be placed on the agenda of the next regular meeting unless the Board shall direct otherwise by adjourning the meeting to a later date.

**ADOPTED this 20<sup>th</sup> day of January 2026, by the following vote:  
AYES: Charles Dobson, Evan Mecak, Irvin Jim, Terry Woodrow, David Griffith;  
MOTION CARRIED.**

  
\_\_\_\_\_  
David Griffith, Chair Board of  
Supervisors, County of Alpine, State  
of California

**APPROVED AS TO FORM:**

*Charles McKee*  
\_\_\_\_\_  
Charles McKee (Jan 22, 2026 19:24:44 PST)  
Charles J. McKee  
Interim CEO/County Counsel

**ATTEST:**

  
\_\_\_\_\_  
Teola L. Tremayne, County Clerk  
& Ex Officio Clerk to the  
Board of Supervisors