

Attachment G: August 15, 2023, CLERB Regular Meeting

3. **BOARD MEETINGS**

- a. CLERB's fiscal year is July 1 to June 30. The Board shall convene at a regularly scheduled meeting to be held on the second Tuesday of every month unless otherwise noticed.
- b. CLERB meetings shall be run according to Robert's Rules of Order and in accordance with the Ralph M. Brown Act (Gov. Code §§ 54950 *et seq.*). County Counsel will advise if Robert's Rules of Order or the Ralph M. Brown Act are not being followed.
- c. When the Board votes in open session to approve the minutes, a voice vote is sufficient. For any other actions in open session, a show of hands is required. When the Board votes on case review in closed session, a show of hands is required. In either case, abstentions shall be recorded to keep a clear record of the vote.

d. The limit for speakers will be 1-3 minutes, depending upon the number of speakers, and the number of items that the CLERB is discussing at that meeting. A single speaker may cede their time to one other speaker. The designated speaker will be given the time which would have been allocated to the other speaker (to a maximum of three minutes). The designated speaker will only be permitted to have time ceded to them by one other person. Individuals wanting to delegate time to another must be present at the meeting and must indicate their desire to cede time to a single individual by noting on a speaker card that they are doing so. Persons who have ceded their time will not be permitted to speak on the topic at that meeting. Members of the public are not permitted to cede their time during quasi-judicial proceedings.

d-e. When a Board Committee is formed, any recommendations from the Committee will be presented at a CLERB Board meeting.

e-f. CLERB is governed by Rules and Regulations. These Rules and Regulations shall be reviewed and revised, if necessary, every four years. A Committee shall be formed by the Board Chair to review and revise, if necessary, the Rules and Regulations. The Committee shall consist of the Board Chair and no more than four other Board members, which shall, in no event, constitute a quorum of the Board, one of whom shall be named the Committee Chair. The Executive Officer shall also be a member of the Rules and Regulations Committee. Upon the Committee's review and revision if necessary:

- i. The proposed revisions to the Rules and Regulation shall be presented at a CLERB open session meeting.
- ii. Upon Board approval, County-CLERB Counsel shall review the proposed changes and make recommendations.
- iii. The recommended changes shall be submitted to the ad hoc Committee for review.
- iv. The proposed revisions to the Rules and Regulations, with recommended changes, will be presented to the Board at an open session meeting for the Board's approval.

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- v. The Executive Officer shall coordinate with the County's Finance and General Government Group and Labor Relations to present the proposed revisions to the San Diego County Deputy Sheriff's Association and the San Diego County Probation Officers Association.
- vi. Any recommended changes stemming from the San Diego County Deputy Sheriff's Association and San Diego County Probation Officers Association meetings shall be submitted to the ad hoc Committee for consideration.
- vii. Any proposed revisions to the Rules and Regulations shall be presented to the Board at an open session meeting.
- viii. Any recommendations shall be submitted to the ad hoc Committee for additional review.
- ix. Any revisions shall be presented to the Board at an open session meeting for the Board's approval.
- x. The Executive Officer will forward the finalized revisions to the Finance and General Government Group for Board Letter drafting and subsequent placement on a Board of Supervisors' agenda for adoption.
- xi. The Executive Officer shall publish the revised Rules and Regulations on the CLERB website and disseminate to Board members at the next regularly scheduled CLERB meeting.