

**BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF YUBA**

**RESOLUTION REPEALING AND REINSTATING)
THE RULES AND PROCEDURES FOR THE)
GOVERNMENT OF THE BOARD OF)
SUPERVISORS PRESERVATION OF ORDER) RESOLUTION NO. 2025-089
AND TRANSACTION OF BUSINESS)
AMENDING RESOLUTION NO. 2016-88)**

WHEREAS, the Rules and Procedures Providing for the Government of the Board of Supervisors Preservation of Order, and Transaction of Business was last revised on September 13, 2016; and

WHEREAS, such Rules and Procedures have been amended by resolution from time to time; and

WHEREAS, such Rules and Procedures are in need of modification at this time, which has resulted in the changes to same as reflected therein.

NOW, THEREFORE, BE IT RESOLVED, the Rules and Procedures Providing for the Government of the Board of Supervisors Preservation of Order and Transaction of Business is hereby amended to read in its entirety as set forth in Exhibit A, which is attached.


PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Yuba, State of California on the 9 day of December, 2025 by the following vote:

AYES: Supervisors Vasquez, House, Fuhrer, Bradford, Messick
NOES: None
ABSENT: None
ABSTAIN: None



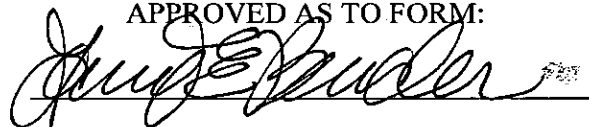
CHAIR, GARY BRADFORD

ATTEST: MARY PASILLAS
CLERK OF THE BOARD OF SUPERVISORS



Natalie Allen, Board Clerk

JANET E. BENDER
YUBA COUNTY COUNSEL
APPROVED AS TO FORM:



**RULES AND PROCEDURES PROVIDING FOR THE
GOVERNMENT OF THE BOARD OF SUPERVISORS
PRESERVATION OF ORDER, AND TRANSACTION
OF BUSINESS**

SECTION 1.

ORGANIZATION OF THE BOARD.

OFFICERS

The officers of the Board shall be a Chair, who shall be elected by the members of the Board, and a Vice-Chair, who shall likewise be elected by the Board. Elections shall be conducted in the manner provided in subsections 6.2 and 6.3. The Vice-Chair shall preside at all meetings of the Board when the Chair is absent or unable to act. In the event that both the Chair and Vice-Chair are unable to act, the remaining members of the Board shall elect one of its number to act as a Chair Pro-Tem.

SECTION 2.

MEETINGS.

Section 2.1. Regular Meetings. Regular meetings of the Board shall be held at 9:00 a.m., each second and fourth Tuesday of each calendar month. The Board does not meet on the fifth Tuesday in any month. Any regular meeting of the Board that falls on a holiday or Election Day is cancelled. All such meetings shall be held in the Board Chambers of the Yuba County Government Center, 915 Eighth Street, Marysville, California, except upon a four-fifths vote of the Board, a regular meeting may be held at any location within the boundaries of the County which complies with State and Federal Laws. Each meeting may be continued from time to time until final adjournment.

Section 2.2. Special Meetings. A special meeting may be called at any time by the Chair of the Board or by a majority of the members of the Board by giving notice in writing of the time and place of the special meeting and the business to be transacted. Copies of the notice shall be delivered to each Supervisor by the Clerk personally or by mail, or email at least 24 hours before the time of such meeting as specified in the notice. Such notice shall also be given to each local newspaper of general circulation and to each radio and television station requesting notice in writing. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at such meeting by the Board.

Section 2.3 Emergency Meetings. For purposes of this section, "emergency situation" means both 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 Board of Supervisors.

(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 Board of Supervisors.

(a) (1) Subject to paragraph (2), in the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Supervisors may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of Section 54956 or both of the notice and posting requirements.

An emergency meeting when called shall be in accordance with the Brown Act. Notice of an emergency meeting shall be in writing and delivered to each Supervisor by the Clerk personally or by email at least 4 hours before the time of such meeting as specified in the notice. Such notice shall also be given to each local newspaper of general circulation and to each radio and television station requesting notice in writing. The call and notice shall specify the time and place of the emergency meeting and the business to be transacted. No other business shall be considered at such meeting by the Board.

Section 2.4. Adjourned Meetings. The Board of Supervisors may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular meeting, the Clerk of the Board may declare the meeting adjourned to a stated time and place, and shall cause a written notice of the adjournment to be given in the same manner as provided herein for a special meeting. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the chambers or place where the regular, adjourned regular, special, or adjourned special meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided herein the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

Section 2.5. No meeting of the Board of Supervisors, other than a special and/or emergency meeting, shall be held or conducted during any week in which two County declared holidays occur.

SECTION 3.

MEETING TO BE PUBLIC.

Except as otherwise provided by law, all meetings of the Board shall be open to the public and all persons shall be permitted to attend any meeting.

SECTION 4.

EXECUTIVE SESSIONS.

The Board may hold Executive Sessions during regular or special meetings as provided by the Brown Act or other applicable laws.

SECTION 5.

AGENDA PREPARATION.

(a) Agenda preparation shall be under the supervision of the Clerk of the Board and shall be prepared, distributed and posted in accordance with these Rules.

(b) All items to be placed on the agenda shall be presented to the office of the Clerk of the Board together with a properly completed cover sheet in a form provided by the Clerk not later than 5:00 Wednesday, 13 days preceding the regular meeting for which the agenda is prepared. Not later than 5:00 p.m. on the Wednesday preceding the meeting concerned, the Clerk of the Board shall place in each Supervisor's Board office mail box, a copy of the agenda, and email each member of the Board of Supervisors, each Supervisor-Elect, the Auditor, County Counsel, and County Administrator. Copies of the agenda shall be provided to all other department heads and the news media by electronic media. In addition, a copy of the agenda shall be posted near the door of the Board Chambers, on the Government Center outdoor bulletin board, and on the County's website.

(c) All staff agenda items must be reviewed by County Counsel and County Administrator for policy and code consistency prior to being placed on the Board's agenda. All agenda items will be reviewed by the current Chair, Vice Chair, County Counsel, County Administrator, and Clerk of the Board prior to Clerk of the Board publishing the agenda.

(d) In the event a holiday falls within 13 days preceding the regular meeting, all items to be placed on the agenda shall be presented to the office of the Clerk of the Board not later than 12:00 Noon on the Tuesday preceding the regular Wednesday deadline. The Clerk of the Board shall prepare the agenda and mail and post copies not later than 5:00 p.m. Wednesday preceding the meeting concerned.

(e) Agendas which are mailed shall be enclosed in a properly addressed and sealed envelope with postage thereon fully prepaid and posted in the United States Post Office or in the Government Center mail box at Marysville, California.

(f) Notwithstanding the foregoing, the Chair of the Board may direct that an addendum matter or matters be placed on an agenda at any time providing notice and posting can be accomplished as required by law.

SECTION 6.

BOARD PROCEDURES.

Section 6.1. Quorum. A quorum of the Board shall consist of not less than three (3) members.

Section 6.2. Election of Chair and Vice-Chair. A Chair and Vice-Chair of the Board shall be elected annually by the members as the first order of business at the first regular meeting held in January of each even-numbered year. In odd-numbered years the Board shall convene for such purpose at a special meeting to be held at 12:00 noon on the first Monday after January 1st succeeding the election of new members of the Board. Swearing in of new Board members shall be the first order of business at said meeting, followed by the election of a Chair and Vice-Chair. At the time set for the election, the Chair shall surrender his gavel to the Clerk who shall act as Chair pro tem and conduct the election. Immediately following the election, the newly elected Chair and Vice-Chair shall assume office. The term of the Chair and Vice-Chair shall be for one year or until the election of their successors.

Section 6.3. Presiding Officer. The Chair shall preside and maintain order at all meetings. The Chairman shall be entitled to make or second a motion from the chair. He shall also have a vote on all questions presented to the Board for action.

Section 6.4. Regular Order of Business. The regular order of business shall be:

First	Pledge of Allegiance
Second	Roll Call
Third	Consent Agenda
Fourth	Special Presentations (when agendized)
Fifth	Public Communications
Sixth	County Departments
Seventh	Ordinances and Public Hearings
Eighth	Items of Public Interest
Ninth	Correspondence
Tenth	Individual Board Member Item
Eleventh	Board and Staff Members' Reports
Twelfth	Closed Session (when necessary)
Thirteenth	Cost Accounting Hearings (when agendized)

Fourteenth Adjournment

Section 6.5. Approval of Minutes. The minutes of each session of the Board shall be approved by Board action. Approval shall be prima facie evidence of the accuracy and correctness with required approval within two weeks in an action only format.

Section 6.6. Priority of Business. Subject to the consent of the majority of all members of the Board, the Chair shall control the order of consideration of agenda items. He or she shall designate the item or items on the agenda to be considered and shall direct the officer or department head concerned with the item to present the matter for the information of the Board and the public. The matter shall then be open for consideration. All questions relating to the priority of business or the consideration of any matter not on the printed agenda shall be decided by a majority, unless the law requires a super majority, without debate, provided that public hearings, bid openings, and other matters required by law to be considered at a time set by special order of the Board shall be heard at such time. After such special business has been concluded or otherwise disposed of, the Board shall resume consideration of the matter which was then pending before it. This provision does not and shall not be construed as restricting the public's right to comment as provided by law.

Section 6.7. Public Participation. Any person desiring to address the Board should present a Request to Speak Card to the Clerk prior to the Call To Order. When recognized by the Chair, the individual should provide his/her name and address for the record. The accommodation of members of the public wishing to address the Board shall be under the direction and supervision of the Chair. The Chair may, in the interest of the facilitating of business of the Board, and avoidance of repetition, limit the amount of time which a person may use in addressing the Board. The time limit for each person addressing the Board is normally three minutes.

When opposing delegations appear on any matter under consideration, the proponents shall have the privilege of being heard first and the opponents second. The proponents shall have the privilege of rebuttal and the opponents shall have the privilege of surrebuttal. Length of debate or appearance by any party may be reasonably limited by Board direction.

Whenever a debatable motion has been made and seconded, the debate on the question shall be limited to members of the Board to debate or discuss any motion pending before the Board. During the course of debate, any member of the Board may request information from any officer or employee of the County directly related to the question under debate.

SECTION 7.

CONDUCT OF BUSINESS

Unless otherwise required by law, business shall be conducted by Board action or Board direction.

Section 7.1. Board Action. Members of the Board shall vote viva voce (by the voice). The Chair shall request that all in favor of the motion under consideration signify by simultaneously saying "aye" and those opposed signify by simultaneously saying "noe". Any Supervisor desiring to abstain from the vote shall declare, "I abstain". The responsibility of declaring the vote rests with the Chair who shall indicate essentially that "the motion passes with negative votes by Supervisors _____ and _____ (if any)" or "the motion fails with affirmative votes by Supervisors _____ and _____ (if any)." The Chair shall also note any abstentions. The declaration of the Chairman shall be deemed to be accurate and conclusive unless one or more members immediately correct that declaration. In the event of doubt as to the vote, any member of the Board may cause a roll call vote to be taken.

Such vote shall be taken by the Clerk by calling the roll of Supervisors in the ascending numerical order assigned to the respective supervisorial district.

To be carried, a question must receive the affirmative vote of a majority of all members of the Board or such other majority as is otherwise specifically provided by law. The Clerk shall indicate essentially the motion passes or fails.

The names of Supervisors making and seconding motions shall be recorded and the Clerk shall enter in the minutes the vote of each member of any question.

Section 7.2. Abstentions. In the event that one less than the necessary number of "aye" votes has been cast, then an "abstain" vote shall constitute concurrence, unless the abstention shall have been expressly declared to have been made on the basis of a conflict of interest. If a matter is passed pursuant to this rule, the Clerk shall so indicate in the minutes.

Section 7.3. Board Direction. All Board direction shall be subject to objection by any member of the Board. A Board direction shall be presumed to reflect general consent unless objected to at the time it is made. In the event of an objection, the matter shall be subject to Board action.

All Board of Supervisors direction to Staff shall be given by or through the Board Chair with the concurrence of a majority of the Board of Supervisors. This section shall not preclude a Supervisor from consulting with or seeking the advice of Staff on matter concerning County business and over which the Board of Supervisors has jurisdiction.

Section 7.4 Digital and Electronic Signatures. To the extent allowed by law, all documents requested to be signed by the Chair of the Board or designee may be signed using a digital or electronic signature.

SECTION 8.

BOARDROOM RULES OF ORDER

Section 8.1 Purpose. In order to assure that business is conducted in an orderly fashion and that all have an equal opportunity to see and hear the proceedings, the following rules of conduct shall apply to all meetings held within the Board chambers of the Yuba County Board of Supervisors.

Section 8.2 Signs. Signs, placards, or posters, if brought into the Board Chambers, shall not be located, displayed, or handled in a manner which prevents any member of the audience from observing or participating in the hearing, or in any way disrupts the hearing process.

Section 8.3 Seating. Unless addressing the Board or entering or leaving the Board Chambers, all persons in the audience shall remain seated in the seats provided. Arrangements for adaptive seating will be made if required. No person shall stand or sit in the aisles or along the walls nor shall doorways be blocked.

Section 8.4 Disruptions. All demonstrations, including cheering, yelling, whistling, hand clapping, and foot stomping are prohibited.

Section 8.5 Smoking, eating, or drinking. Smoking, eating, and drinking are prohibited in the Board Chambers during Board meetings.

Section 8.6 Requests to address the Board on agenda items. A person must request to be heard on an agenda item. Such requests to be heard must be submitted to the Clerk of the Board before the agenda item is called.

Section 8.7 Addressing the Board. No persons shall address the Board until they have first been recognized by the Chair. The decision of the Chair to recognize or not recognize a person seeking to address the Board may be changed by order of the Board. All persons addressing the Board will be asked to give their name for purpose of the record. The Chair may, in the interest of facilitating business of the Board, limit the amount of time which a person may use in addressing the Board. Speakers are prohibited from using coarse, crude, profane, or vulgar language in speaking to the Board and shall refrain from making personal attacks on Board members or staff.

Section 8.8 Removal from Board Chambers. The Chair shall order removed from the Board Chambers any person who commits the following acts in respect to a regular or special meeting of the Board of Supervisors:

- a. Disorderly, contemptuous, or insolent behavior toward the Board or any member thereof which disrupts the orderly course of said meeting;
- b. A breach of the peace, boisterous conduct, or violent disturbance, tending to disrupt the due and orderly course of said meeting;
- c. Disobedience of any lawful order of the Chair, including an order to be seated or to refrain from addressing the Board;
- d. Any other unlawful interference with the order and due course of said meeting.

SECTION 9.

RECESSES.

Recesses shall be taken by Board direction or when called by the Chairman. Any member required to leave the chambers during a meeting shall ask the Chairman to be excused.

SECTION 10.

COMMITTEES.

Section 10.1. Committees. The Board may, with Board formal action and approval, recommend appointments to such other standing, advisory (Ad hoc) and special committees as it may deem necessary.

Section 10.2. Standing Committees. Standing Committees shall: a) consist of two Board Members; b) have continuing fixed responsibility for certain subject matter; c) have a meeting schedule set by the Board; and d) be subject to the Brown Act.

Section 10.3. Advisory (Ad hoc): Advisory (Ad hoc) Committees shall consist of two Board Members and: a) be of a limited duration; b) be assigned to perform a specific task; c) shall make their recommendation to the Board and immediately be dissolved without further Board action; and, d) are not subject to the Brown Act.

Section 10.4. Special Committees: Special committees may consist of one or two Board members and Staff members, as required, with an undetermined duration, assigned to address a matter under the jurisdiction of the Board, bring forth reports/recommendations, and may be subject to the Brown Act.

SECTION 11.

APPOINTMENTS TO SPECIAL BOARDS AND COMMISSIONS

The Board shall make appointments to such boards or commissions as are created by law, ordinance, resolution, or agreement in accordance with the requirements of such law, ordinance, resolution, or agreement.

The Clerk of the Board shall maintain a list of such boards and commissions, and the appointments thereto.

SECTION 12.

SUSPENSION OF RULES.

Any rule herein adopted not made mandatory by law may be suspended by a four-fifths vote of the members of the Board. A motion to suspend any rule shall be debatable.

SECTION 13.

ROBERT'S RULES OF ORDER.

The provisions of Robert's Rules of Order shall govern the Board in all cases to which they are applicable and which are not inconsistent with the rules adopted herein or with any rule made mandatory by law. Robert's Rules of Order are simply a guide to maintaining order at meetings and no otherwise valid action of the Board of Supervisors shall be invalidated by failure to follow Robert's Rules of Order.

SECTION 14.

EMERGENCY AND NON-SCHEDULED MATTERS.

Nothing herein set forth shall prevent the Board, with the consent of a majority of all Board members, unless the law requires a super majority, from considering emergency and non-scheduled matters at any time during a regular meeting.

SECTION 15.

PRIOR RULES ANNULLED.

All rules and procedures for the government of the Board of Supervisors, the preservation of order, and the transaction of business heretofore adopted by the Board are declared annulled and set aside.

SECTION 16.

EFFECTIVE DATE.

The rules and procedures herein adopted shall be effective as of the date of the adoption hereof, and shall remain in full force and effect until otherwise modified or amended to the extent permitted by law.