



COUNTY OF LOS ANGELES  
OFFICE OF THE COUNTY COUNSEL

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Syn. No. 94  
4/02/02

TO: SUPERVISOR ZEV YAROSLAVSKY, Chairman  
SUPERVISOR GLORIA MOLINA  
SUPERVISOR YVONNE BRATHWAITE BURKE  
SUPERVISOR DON KNABE  
SUPERVISOR MICHAEL D. ANTONOVICH

FROM: LLOYD W. PELLMAN *LWP*  
County Counsel

RE: **Amendments to Board Policies Concerning Meeting  
Procedures**

At the Board's meeting on April 2, 2002 you instructed this office to draft amendments to the Rules of the Board to make the following changes in your Board's policies relating to meeting procedures:

- a. Report the roll call vote of each non-consent agenda item after it is taken, calling out the agenda number and identifying Board members who cast ayes, nays and abstentions;
- b. Provide a fuller explanation, in clearly understandable layperson's terms, of the legal basis for going into Closed Session; and
- c. Require the announcement of actions taken during closed-door sessions, not only in the Statement of Proceedings, but also at the next Board meeting and in writing (including e-mail) to all those who have requested such notifications.

Amendments to the Rules of the Board incorporating these changes (noted in boldface) are enclosed. The Board's outside counsel,

Brown, Winfield & Canzoneri, have reviewed the proposed policies and concur in our view that they are consistent with law and your Board's instructions at the April 2, 2002 meeting.

LWP:DMM:mr

Enclosures

c: David E. Janssen  
Chief Administrative Officer

Violet Varona-Lukens, Executive Officer  
Board of Supervisors

Michael J. Henry, Director of Personnel

## ROLL CALL VOTE ON NON-CONSENT ITEMS

Section 18. (Roll Call) of the Rules of the Board shall be amended to read:

The roll need not be called in voting upon a motion except where specifically required by law or requested by a member. If the roll is not called, in the absence of objection, the Chair may order the item unanimously approved.

When the roll is called on any motion, any member present who does not vote in an audible voice shall be recorded as "Aye."

**However, for a non-consent agenda item, the roll will be called in voting upon that item. The Executive Officer-Clerk of the Board shall announce the results of the roll call vote, including the agenda item number and identifying Board members who cast ayes, nays and abstentions.**

POLICY FOR ANNOUNCING ITEMS THAT WILL BE  
CONSIDERED IN CLOSED SESSIONS

Section 25. (Preparation and Delivery of Agenda) of the Rules of the Board shall be amended to read:

The Executive Officer-Clerk of the Board shall each week prepare the agenda for the following Tuesday ~~and Thursday~~ meetings\* for delivery to each Board office on Thursday morning.

The agenda shall include those matters, complete with all departmental papers and reports relating to each matter, addressed to the Board for action and on file with the Executive Officer-Clerk of the Board which have been reviewed by a member of the Board or by the Chief Administrative Officer, except where such inclusion is otherwise required.

**Whenever a closed session is scheduled, in addition to the "safe harbor" description provided in Section 54954.5 of the Government Code, the Executive Officer, in consultation with County Counsel and the Chief Administrative Officer, shall either include on the agenda or announce in the open meeting a description of the closed session, using for that purpose language that will be informative and helpful to the public.**

The agenda shall be prepared and posted in the manner provided by State law (Sections 54954.2, 54954.3 and 54954.5 of the Government Code, see Appendix).

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\* Updated to eliminate reference to Thursday meetings.

ANNOUNCEMENT OF ACTIONS TAKEN IN  
CLOSED SESSIONS

Section 26.1 (Announcement of Closed Session Actions) is added to the Rules of the Board, to read as follows:

**In addition to the reporting requirements set forth in Sections 54957.1 and 54957.7 of the Government Code, any reportable action taken during a closed session shall be recorded in the Statement of Proceedings, and shall also be announced at the next Board meeting and provided in writing (including e-mail) to all persons who have requested notice of such actions.**