

EXECUTIVE OFFICE



**BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**

EDWARD YEN
EXECUTIVE OFFICER

**COUNTY OF LOS ANGELES
EXECUTIVE OFFICE
BOARD OF SUPERVISORS**

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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

September 2, 2025

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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Edward Yen
EDWARD YEN
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL OF BOARD POLICY – PROCESSING CHARTER AMENDMENTS,
ORDINANCES, BOARD POLICIES, AND RESOLUTIONS
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The Executive Officer, Board of Supervisors and the County Counsel request approval of a new Board of Supervisors (Board) Policy that establishes guidelines and procedures for the Executive Office of the Board/Clerk of the Board (EO), Registrar-Recorder/County Clerk (RR/CC), and County Counsel to process Charter amendments, ordinances, Board policies, and resolutions as approved by the Board and County of Los Angeles (County) voters.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the attached proposed policy – Processing Charter Amendments, Ordinances, Board Policies and Resolutions, which establishes guidelines and procedures for the responsible departments, including the EO, RR/CC, and County Counsel, to ensure legal compliance, coordination, and timely completion of all procedural steps to incorporate and publish updates to the Los Angeles County Charter (County Charter), Los Angeles County Code (County Code), Board Policy Manual, and Board meeting minutes (Statement of Proceedings) on publicly available online resources maintained by the County upon passage by either the Board or County voters.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On July 15, 2025, your Board directed the Executive Officer and County Counsel to develop a policy establishing guidelines to ensure that all County Charter amendments are processed and incorporated timely and accurately reflecting all amendments approved by the voters. This proposed policy is to implement the necessary steps and support the commitment to ensure that approved Charter amendments, as well as any ordinances, Board policies, and resolutions are incorporated and posted in a compliant manner.

Charter Amendments

The County Charter, which serves as the County's local constitution, was adopted in 1912 and provides for the structure and governance of the County and the powers and duties of its officers. A Charter amendment is a formal change or modification to the County Charter. The Charter sets the framework on how the County government is organized and how it operates. An amendment updates or changes the County Charter based on the needs and priorities of the County. Sections 3 and 4 of Article XI of the California Constitution permit counties to adopt charters that allow a county a greater degree of local self-government (home rule). An adopted county charter supersedes the general laws adopted by the State as to those matters for which the charter provides, and that are exclusively municipal affairs. The [County Charter](#) can be found on the EO's website, under Quick Links on the Services/Customer Service Center tab at <https://bos.lacounty.gov>.

As directed by the Board, the EO and County Counsel evaluated the circumstances surrounding an administrative error that led to the County Charter not being updated to reflect the passage of Measure J in 2020. Prior to Measure J, the last update to the Charter occurred in October 2002 following the March 5, 2002 election, predating existing staff in 2020. It appears that the error resulted from a lack of formal procedures for processing such amendments, a lack of coordination with the involved departments to review the final text, and lastly a lack of guidelines for updating the online municipal code platform.

Ordinances

An ordinance is a local law or regulation that addresses matters, such as public health, safety, zoning and general welfare within the County. Upon adoption by the Board, or approval by the voters via a citizens' initiative amending the County Code, the EO updates the County Code through the County's online platform. The [County Code](#) can be found online on the EO website, under Quick Links on the Services/Customer Service Center tab at <https://bos.lacounty.gov>.

Board Policies

A Board Policy is a policy established by the Board to govern the administrative functions of the County that are not codified in the County Code or other administrative manuals. Upon adoption of a Board policy by the Board, the EO updates the Board Policy Manual through the County's online platform. The [Board Policy Manual](#) can be found online on the EO website, under Quick Links on the Services/Customer Service Center tab at <https://bos.lacounty.gov>.

Resolutions

A resolution may be utilized by the Board to formally reflect the expression of the opinion, will or intent of the Board, such as commemorating events, establishing policies, or expressing support for specific issues, but may also be a legislative act if enacted with the formalities of an ordinance, such as when a tax measure resolution is approved by the voters. Pursuant to Government Code sections 25101 and 25102.1, the EO, as the appointed Clerk of the Board, maintains resolutions in the Statement of Proceedings as a full and complete record of the proceedings. The meeting minutes can be found online on the EO website, under the [Statement of Proceedings/Minutes](#) tab at <https://bos.lacounty.gov>.

Changes to Departmental Procedures

With the creation of this proposed Board Policy, new procedures have been incorporated into the process to ensure that the type of administrative error that occurred with Measure J cannot occur again. The EO has developed internal standard operating procedures that establish a formal process by which Charter amendments adopted by the Board and/or County voters will be processed by the EO. These operating procedures will ensure legal compliance, coordination with County Counsel and the RR/CC as applicable, and timely completion of all procedural steps leading up to and following voter approval.

Upon adoption of a Board resolution and ordinance calling for the election or certification of petition results for citizens' initiative measures, the EO will coordinate with the RR/CC and County Counsel to initiate the processing of the approved measures. Following certification of the election results, the RR/CC will provide the EO with the voter's initiative documentation as an additional measure to ensure coordination is initiated.

The EO and RR/CC, in consultation with County Counsel will work to ensure the recording and filing of the necessary certified documents with the RR/CC and Secretary of State, including certification of the complete text of the Charter amendment, providing certified copies of publications and notices required, providing certified copies of arguments for and against the amendment, rebuttal arguments, and Abstract of the Vote.

The EO, the RR/CC, and County Counsel have subsequently prepared and submitted the required documents for recording and filing the Measure J and Measure G Charter Amendments with the Secretary of State on August 1, 2025, and August 15, 2025, respectively. Further, Measure J was incorporated in the County Charter on July 18, 2025, and Measure G will be posted in the forthcoming weeks.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

These recommendations support the County Strategic Plan: North Star 3, Realize Tomorrow's Government Today, Focus Area Goal A, Communication and Public Access to provide increased transparency and accessibility to government services and communication and Focus Area Goal G, Internal Controls and Processes to strengthen our internal controls to continue good stewardship of the public trust.

FISCAL IMPACT

There is no fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

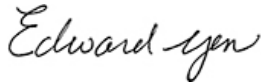
The EO, as the appointed Clerk of the Board, has duties prescribed by State law and additional duties as prescribed by the Board by ordinance. (Gov. Code § 25100.5; County Code Sections 2.36.030, 2.36.040.) These duties include, but are not limited to, keeping and entering in the minute book of the Board a full and complete record of the proceedings of the Board at all regular and special meetings, entering resolutions in full in the Statement of Proceedings, authenticating and filing each ordinance passed by the Board, maintaining an ordinance book, and publishing a complete code of rules regulations and standards of the County. (Gov. Code §§ 25101, 25102.1, 25102, 25103, 25104, 25105, 50022.1; County Code Section 1.01.030; Board Policy 1.020.)

Accordingly, it is the duty of the EO, in consultation with County Counsel, to ensure all legislative enactments adopted by the Board or County voters are promptly processed and incorporated into the publicly available online sources maintained by the County, including the publicly available County Charter, County Code, Board Policy Manual, and Statement of Proceedings. The EO and the RR/CC, in consultation with County Counsel, have duties to prepare and submit the required documents for recording and filing Charter Amendments with the RR/CC and filing with the Secretary of State. (Gov. Code §§ 23712, 23713, 23714, 23723, and 23724.)

IMPACT ON CURRENT SERVICES

The approval of the proposed Board Policy will memorialize the process and obligations of the responsible departments, delineating their responsibilities to ensure timely and accurate posting of Charter amendments, ordinances, Board policies, and resolutions furthering public trust and transparency.

Respectfully submitted,



Edward Yen
Executive Officer



Dawyn R. Harrison
County Counsel

EY:DRH

Enclosure

c: County Counsel
Registrar-Recorder/County Clerk



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
0.000	Processing Charter Amendments, Ordinances, Board Policies and Resolutions	00/00/00

PURPOSE

The purpose of this policy is to ensure that all County Charter Amendments, Ordinances, Board Policies, and Resolutions adopted by the Board of Supervisors (Board) and the voters of the County of Los Angeles (County) such as amendments to the Charter of the County of Los Angeles (County Charter), the Los Angeles County Code (County Code), the Board Policy Manual, and other official actions of the Board are processed and incorporated into publicly available online resources maintained by the County (e.g., County Charter, County Code, Board Policy Manual) in a timely and accurate manner, and that all filing requirements with the County Registrar-Recorder/County Clerk and the Secretary of State are completed as required by law.

REFERENCE

July 15, 2025, Board Order No. 43-A

Government Code sections 23712, 23713, 23714, 23723, 23724, 25100.5, 25101, 25102, 25102.1, 25103, 25104, 25105, 25120 et seq., and 50022.1;

Elections Code section 9122;

Los Angeles County Code Section 1.01.030; Board Policy 1.020

POLICY

It is the duty of the Executive Office of the Board and Clerk of the Board (Executive Office) to ensure all legislative enactments adopted by the Board or County voters are processed and incorporated into the publicly available online resources maintained by the County including the publicly available County Charter, County Code, and Board Policy Manual. The Executive Office shall also ensure the online County Charter, County Code, and Board Policy Manual are promptly updated to reflect any changes, and periodically review the online sources to ensure all changes are accurately reflected.

Charter Amendments

Once a County Charter amendment is approved by the voters and the Board has declared the election results at a public meeting, the Executive Office shall thereafter promptly update the online County Charter website by preparing a certified copy of the County

Charter amendment ordinance, consulting with County Counsel to review the copy to confirm accuracy and format, and having it incorporated into the online County Charter.

Upon the declaration of the election by the Board, the Executive Office shall work with County Counsel to ensure the text of the County Charter amendment is accurate and is recorded and filed with the Registrar-Recorder/County Clerk. The Registrar-Recorder/County Clerk shall file the County Charter amendment documents with the California Secretary of State and shall maintain copies of any acknowledgement of receipt of filing or other communication regarding the County Charter amendment submission from the Secretary of State in compliance with any applicable laws.

The Executive Office, the Registrar-Recorder/County Clerk, and County Counsel shall maintain, follow, and (in the event of changes in the law) periodically update departmental procedures containing detailed steps for updating, recording and filing the necessary documents associated with a Charter amendment, including

- Recording and Filing with Registrar-Recorder/County Clerk by the Executive Office two (2) copies of the complete text of the Charter amendment certified and authenticated by the Chair of Board (Chair) and Executive Officer and attested by Registrar-Recorder/County Clerk. County Counsel must review to ensure the copy contains the complete text of the Charter Amendment in the correct format.
- Filing with the California Secretary of State (SOS) a copy of the Charter amendment, certified and authenticated by the Chair and Executive Office, and attested and recorded by Registrar-Recorder/County Clerk, including certified copies of all publications and notices, all arguments for and against the Charter amendment, and rebuttal arguments for and against the Charter amendment, the Abstract of the Vote. The Registrar-Recorder/County Clerk must also retain a copy of any acknowledgement and follow up communication with SOS.
- Updating Charter Amendment for Online Publication by the Executive Office, including preparing or locating a certified copy of the Charter amendment ordinance; submitting the certified copy of the Charter amendment ordinance to the County vendor for incorporation into the online County Charter; and reviewing to ensure the Charter amendment is accurately incorporated into the online County Charter. County Counsel must also review to ensure the copy contains the complete text of the Charter Amendment in the correct format.

Ordinances

Once an ordinance is adopted by the Board, or a citizens' initiative amending the County Code is approved by the voters, the Executive Office shall update the online County Code website to incorporate the code.

Board Policies

Once a Board Policy is adopted by the Board, the Executive Office shall update the online Board Policy Manual website to incorporate the policy.

Resolutions

Once adopted by the Board, the Executive Office shall update the meeting minutes (Statement of Proceedings) to incorporate the resolution.

RESPONSIBLE DEPARTMENT

Executive Office of the Board of Supervisors

Registrar-Recorder/County Clerk

County Counsel

DATE ISSUED/SUNSET DATE

Issue Date: September 2, 2025

Sunset Date: September 1, 2029