

File No. 191226

Committee Item No. \_\_\_\_\_

Board Item No. 30

# COMMITTEE/BOARD OF SUPERVISORS

## AGENDA PACKET CONTENTS LIST

Committee: \_\_\_\_\_  
Board of Supervisors Meeting

Date: \_\_\_\_\_  
Date: December 17, 2019

### Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

### OTHER

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Prepared by: Lisa Lew  
Prepared by: \_\_\_\_\_

Date: December 6, 2019  
Date: \_\_\_\_\_

1 [Board of Supervisors Regular Meeting Schedule - 2020]

2  
3 **Motion establishing the 2020 Board of Supervisors Regular Meeting Schedule pursuant**  
4 **to Board of Supervisors Rules of Order, Sections 4.2, and 4.2.1, by cancelling the**  
5 **Regular Board meetings of January 21, February 18, May 26, and October 13, and**  
6 **November 24; and all Regular Board and Committee meetings during the spring,**  
7 **summer and winter breaks from March 30 through April 3, August 3 through**  
8 **September 7, and December 16, 2020, through January 4, 2021; and further suspending**  
9 **portions of Board Rule 4.2 to effectuate certain dates within the regular meeting**  
10 **schedule to augment the flow of business.**

11  
12 WHEREAS, The Board of Supervisors Rules of Order, Section 4.2, states the Board  
13 shall hold a regular meeting in the Legislative Chamber in City Hall each Tuesday at 2:00  
14 p.m., unless it is a holiday, in which case the meeting shall be cancelled; and

15 WHEREAS, The Rules of Order, Section 4.2.1, also states that during holiday periods,  
16 the application of specific days of the week described in the rules shall be revised by the Clerk  
17 of the Board as necessary for the efficient conduct of the legislative process; and

18 WHEREAS, The Rules of Order, Section 4.2, further states "the Board shall not meet  
19 during the week after Thanksgiving, or between December 24 and December 31"; and

20 WHEREAS, Similar to other sitting legislative bodies in the United States, the Board  
21 has established recess periods during the spring, summer and winter which Members of the  
22 Board may plan to be away, without missing any Board or Committee meetings or other  
23 important public business, and without causing difficulties in achieving a quorum; now,  
24 therefore, be it

1            MOVED, Pursuant to Board Rules 4.2 and 4.2.1, the following Board meetings are  
2 cancelled: January 21 (Martin Luther King Jr. Day); February 18 (President's Day); May 26  
3 (Memorial Day); and October 13 (Indigenous Peoples Day and Italian American Heritage  
4 Day); and November 24, 2020 (Thanksgiving); and, be it

5            FURTHER MOVED, That pursuant to the established tradition of spring, summer and  
6 winter recess periods, the Regular Board and Committee meetings scheduled from March 30  
7 through April 3, and August 3 through September 7, and December 16, 2020, through  
8 January 4, 2021 are hereby cancelled; and, be it

9            FURTHER MOVED, To suspend the portion of Board Rule 4.2 which requires the  
10 Board to cancel a Tuesday Board meeting after a Monday Holiday as it pertains solely to  
11 September 8, to allow the Board to meet on Tuesday, September 8, 2020, and, be it

12           FURTHER MOVED, To suspend the portion of Board Rule 4.2 which requires the  
13 Board to meet during the week of Thanksgiving and prohibits the Board from meeting the  
14 week after Thanksgiving, cancelling the meeting of November 24 to observe the Thanksgiving  
15 holiday during the week of Thanksgiving, and scheduling the Board to meet on December 1;  
16 and, be it

17           FURTHER MOVED, Pursuant to Board Rule 4.3 the Board is constrained by certain  
18 administrative, electoral, and legislative deadlines and may schedule Special Meetings when  
19 necessary to conduct the City's business.

Print Form

# Introduction Form

By a Member of the Board of Supervisors or Mayor

Time stamp  
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning : "Supervisor [ ] inquiries"
- 5. City Attorney Request.
- 6. Call File No. [ ] from Committee.
- 7. Budget Analyst request (attached written motion).
- 8. Substitute Legislation File No. [ ]
- 9. Reactivate File No. [ ]
- 10. Topic submitted for Mayoral Appearance before the BOS on [ ]

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission
- Youth Commission
- Ethics Commission
- Planning Commission
- Building Inspection Commission

**Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.**

Sponsor(s):

Clerk of the Board

Subject:

Board of Supervisors Regular Meeting Schedule - 2020

The text is listed:

Motion establishing the 2020 Board of Supervisors Regular Meeting Schedule pursuant to Board of Supervisors Rules of Order, Sections 4.2, and 4.2.1, by cancelling the Regular Board meetings of January 21, February 18, May 26, and October 13, and November 24; and all Regular Board and Committee meetings during the spring, summer and winter breaks from March 30 through April 3, August 3 through September 7, and December 16, 2020, through January 4, 2021; and further suspending portions of Board Rule 4.2 to effectuate certain dates within the regular meeting schedule to augment the flow of business.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only