

1 [Amending Board Rules of Order- Administration of Oaths and Issuance of Subpoena Duces  
2 Tecum]

3 **Motion amending the Board of Supervisors Rules of Order to set forth the process for**  
4 **administration of oaths to individuals testifying before the Board, and to authorize the**  
5 **Government Audit and Oversight Committee to administer oaths and issue subpoenas**  
6 **duces tecum.**

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8 MOVED, That the Board of Supervisors hereby amends Rule 3.3 of the Board of  
9 Supervisors Rules of Order by adding Rule 3.3.1 and Rule 3.3.2 to read as follows:

10 **3.3. Committee Authority.** Committees shall consider only items which have been  
11 referred to them by the President, or by the Board, and which have been posted, published,  
12 and noticed. The basic function of each committee is to inquire and to recommend actions to  
13 the full Board. Additional committee authority exists only when specifically authorized by  
14 ordinance or by the Board. Committees shall provide an opportunity for public comment only  
15 with regard to items posted, published, and noticed on their meeting agendas. No Supervisor  
16 or combination of Supervisors shall employ or engage the services of any person, or authorize  
17 or incur any charge, debt or liability against the City unless authority first shall have been  
18 given by the Board or is provided by law.

19 **3.3.1. Administration of Oaths at Government Audit and Oversight Committee**  
20 **Meetings.** By oral motion adopted by a majority of the members of the Government Audit &  
21 Oversight Committee, the Committee may instruct the Committee Clerk to administer an oath  
22 to any person testifying before the Government Audit & Oversight Committee, excluding City  
23 employees testifying in their official capacity and persons testifying during public comment.  
24 Upon adoption of such a motion, the Committee Clerk shall administer an oath to the person  
25 testifying before the Government Audit & Oversight Committee. Any testimony following such

1 an oath shall be given under penalty of perjury. In addition to the authority granted by this  
2 Rule, the Board by written motion may authorize any standing committee to administer oaths,  
3 consistent with Charter, Section 16.114.

4 **3.3.2. Issuance of Subpoena Duces Tecum by the Government Audit & Oversight**  
5 **Committee.** By oral motion adopted by a majority of the members of the Government Audit &  
6 Oversight Committee, the Committee may instruct the Committee Clerk to issue a subpoena  
7 duces tecum to individuals whose testimony is sought in public hearings on File with the Clerk  
8 of the Board, with the request to appear at the Government Audit & Oversight Committee and  
9 respond to questions and produce any related materials in their possession on the hearing  
10 subject matter; and, be it

11 FURTHER MOVED, That the Board of Supervisors hereby adds Rule 4.27 to the Board  
12 of Supervisors Rules of Order as follows:

13 **4.27 Administration of Oaths.** By oral motion adopted by a majority of the members  
14 of the Board, the Board may instruct the Clerk to administer an oath to any person testifying  
15 before the Board, excluding City employees testifying in their official capacity and persons  
16 testifying during public comment. Under adoption of such a motion, the Clerk of the Board  
17 shall administer an oath to the person testifying before the Board. Any testimony following  
18 such an oath shall be given under penalty of perjury.

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