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ORDINANCE NO.

An ordinance of San Bernardino County, State of California, to amend section 12.2303 of the San Bernardino County Code, relating to duties of the Clerk of the Board of Supervisors.

The Board of Supervisors of the County of San Bernardino, State of California, ordains as follows:

SECTION 1. Section 12.2303 of the San Bernardino County Code is amended, to read:

Section 12.2303 Duties of Clerk of the Board of Supervisors.

The Clerk of the Board of Supervisors (Clerk) shall perform all duties related to the following activities and functions:

- (a) Applications for licenses/permits;
- (b) Assessment Appeals Boards and Hearing Officers;
- (c) All Board of Supervisors (including when sitting as the Board of Directors) governed entities;
- (d) Roster of Public Agencies;
- (e) Conflict of Interest Codes;
- (f) Administering of Oaths;
- (g) Certification of County Ordinances and Resolutions and Certification of Ordinances and Resolutions of all Board of Supervisors (including when sitting as the Board of Directors) governed entities;
- (h) Accept claims and service on behalf of the County or other entities governed by the Board of Supervisors (including when sitting as the Board of Directors);
- (i) Other duties and responsibilities of the Clerk required by law;
- (j) Filing of all papers required or permitted to be filed with the County Clerk by the California Environmental Quality Act, Public Resources Code sections 21000 and

1 following.

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3 SECTION 2. The Board of Supervisors declares that it would have adopted this
4 ordinance and each section, sentence, clause, phrase, or portion of it irrespective of the
5 fact that any one or more sections, subsections, clauses, phrases or portions of it be
6 declared invalid or unconstitutional. If for any reason any portion of this ordinance is
7 declared invalid or unconstitutional, then all other provisions of it shall remain valid and
8 enforceable.

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10 SECTION 3. This ordinance shall take effect thirty (30) days from the date of
11 adoption.

12

13 _____
DAWN ROWE, Chair
14 Board of Supervisors

15 SIGNED AND CERTIFIED THAT A COPY
16 OF THIS DOCUMENT HAS BEEN DELIVERED
TO THE CHAIRMAN OF THE BOARD

17 LYNNA MONELL, Clerk of the
18 Board of Supervisors

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1 STATE OF CALIFORNIA)
2 SAN BERNARDINO COUNTY) ss.
3)

4 I, LYNNA MONELL, Clerk of the Board of Supervisors of San Bernardino County,
5 State of California, hereby certify that at a regular meeting of the Board of Supervisors of
6 said County and State, held on the _____ day of _____, 20__, at which meeting
7 were present Supervisors: _____

8 and the Clerk, the foregoing ordinance was passed and adopted by the following vote, to
9 wit:

10 AYES: SUPERVISORS:

11 NOES: SUPERVISORS:

12 ABSENT: SUPERVISORS:

13 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal
14 of the Board of Supervisors this ____ day of _____, 20__.

15 LYNNA MONELL, Clerk of the
16 Board of Supervisors of
17 San Bernardino County,
18 State of California

19 _____
20 Deputy

21 Approved as to Form:

22 LAURA FEINGOLD
23 County Counsel

24 By: _____
25 JOLENA E. GRIDER
26 Deputy County Counsel

27 Date: _____
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