



**COUNTY OF SAN BERNARDINO  
POLICY MANUAL**

No. 02-05

ISSUE 1

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By

EFFECTIVE 8/26/74

SUBJECT

SUBMITTING ITEMS FOR BOARD OF SUPERVISORS ACTION

APPROVED

*NANCY E. SMITH*

CHAIRMAN, BOARD OF SUPERVISORS

**POLICY STATEMENT**

It is the policy of the County Board of Supervisors to expedite the resolution of all items presented for Board consideration and action.

To implement this policy, the following requirements are established in order to provide time for adequate preliminary analysis and evaluation of each item submitted for Board action.

**POLICY AMPLIFICATION**

Matters originated by County departments or agencies are submitted to the Clerk of the Board of Supervisors by noon on Wednesday preceding the next Board meeting.

The submittals consist of either one copy of Request for Appearance Before County Board of Supervisors, form no. 16-5853-010, and any related documents, or a memo containing detailed information of the respective subject, presented as follows:

**Subject**

The name of the subject stated in brief descriptive terms to facilitate indexing.

**Description**

A clear, concise description or explanation of the subject.

**Board Action Desired**

The Board action desired; i.e., approve, disapprove, advise, acknowledge, etc.

Deviations from this policy may be permitted by the Chairman of the Board in cases of emergency. Only in extreme emergencies will the Chairman entertain requests for appearance before the Board without advance notice of at least one full working day prior to the next meeting date.

The presentation of "riders" or non-agenda items in addition to scheduled agenda items is discouraged.

The foregoing provisions apply to matters submitted by departments or agencies of the County government.