

**RULES OF GOVERNANCE OF
THE BOARD OF COMMISSIONERS OF THE
SONOMA COUNTY OPEN SPACE FISCAL OVERSIGHT COMMISSION**

RULE 1: The Clerk, in consultation with the Chair, shall prepare an agenda for each meeting of the Board. The agenda shall contain a brief general description of each item of business to be discussed at the meeting. At least 72 hours before a regular meeting, the Clerk shall post the agenda in a location that is freely accessible to members of the public during regular business hours.

RULE 2: When the agenda for any regular meeting has been prepared, the Clerk shall forthwith deliver a copy to each member of the Board.

RULE 3: Unless otherwise provided by law, the Board may make any disposition of a matter properly before it that it deems advisable.

RULE 4: The Chair shall preserve order and decorum and shall decide questions of order subject to an appeal to the Board.

RULE 5: All questions of law shall be referred to the Commission's Counsel for an opinion.

RULE 6: Each agenda shall provide an opportunity for members of the public to address the Board directly on items of interest to the public that are within the subject matter jurisdiction of the Board. The total time allocated for public testimony on any particular issue shall be 10 minutes. Any person desiring to address the Board shall, when recognized by the Chair, speak from the rostrum and give his or her name and address to the Clerk and limit his or her statement to 5 minutes. In order to facilitate the business of the Board, the Chair may further limit the time of each such address.

RULE 7: A majority of the members of the Board constitute a quorum for the transaction of business. No act of the Board shall be valid or binding unless a majority of all members concur therein.

RULE 8: A member may initiate voting on a matter by requesting the Chair to call for the question.

RULE 9: Members may vote "aye," "no," or "abstain."

RULE 10: A vote of "abstain" does not constitute concurrence and does not constitute a "no" vote.

RULE 11: Emergency meetings and special meetings shall be called as provided in Sections 54956 and 54956.5 of the Government Code. Closed sessions shall not be scheduled nor conducted without prior consultation with the Commission's Counsel.

RULE 12: At the first meeting in each calendar year the Board shall elect a Chair and a Vice-Chair and a Chair Pro Tempore. When the Chair is absent, the duties of the Chair shall be assumed by the Vice-Chair. If both the Chair and the Vice-Chair are absent, the Chairman Pro Tempore shall perform the duties of the Chair. In lieu of an annual election, the Board may provide by resolution for the selection of Board officers on a rotational basis.

RULE 13: The Vice Chair shall serve, *ex officio*, as the Clerk of the Board and shall keep a minute book in which the proceedings of the Board shall be recorded and maintained. The Board may appoint a Deputy Clerk to assist the Vice Chair.

RULE 14: The Chair may, from time to time, appoint such standing or *ad hoc* committees of the Board as are necessary and convenient.

RULE 15: These rules shall be reviewed by the Board at the first meeting in each calendar year.

RULE 16: The Chair, Vice-Chair, and Chair Pro Tempore shall serve at the will and pleasure of the Board of Directors.

RULE 17: The members of the Board shall be allowed their actual and necessary expenses when attending to the business of the Commission. All claims for reimbursement shall be submitted by the Commission's Bookkeeper to the Board for its approval or rejection.