

Supplemental Material:

Agenda Item # 6:

Portions of pages 4-5 of the ALAB Organizational Structure and Operating Guidelines document, dated May 5, 2008: language in italics and ~~strikeout~~ is DRAFT, proposed revisions:

VII. Meeting Schedule and Standing, Ad Hoc Committees:

- Meetings shall be held on the first Monday of each month, on an as-needed basis or as determined by the Chair
- Standing, Ad Hoc Committees: the ALAB Board or the Chair may assign standing and ad hoc committees which may be made up of individual ALAB members and any member of the public. Standing committees are subject to all Brown Act requirements.

VIII. Agenda and Meeting Minutes:

Meeting agendas shall be developed by the Chair and Secretary. Written requests from members or others to place items on the agenda shall be submitted to the Chair at least 14 days in advance of the next meeting. The Chair can bring such written requests before the members for their concurrence, and/or determine what will be placed on future agendas. The Chair shall place time critical items on the agenda as needed without consulting members.

Discussion of specific development projects shall only take place during open public comment time period. Discussion of County-initiated development projects may be placed on the agenda.

The agenda shall serve as the meeting announcement and shall include the following topics:

- date, time and location of meeting
- call to order and announcements by the Chair
- open public comment period
- announcements from Ex-Officio members
- review, correction and approval of previous meeting minutes
- business items
- items for discussion at future meetings
- date, time, location of next meeting
- agenda items within each topic shall include the name of the responsible presenter

The Secretary shall prepare agendas and minutes of all meetings:

- agenda items and *supplemental*/corresponding information shall be submitted to the Secretary 14 calendar days in advance of meetings. ~~The Chair and the Secretary shall jointly develop the agendas.~~
- *ten calendar days in advance of meetings* ~~t~~The Secretary shall distribute the current agenda, *corresponding/supplemental information* and available draft minutes from previous meetings to all members, alternates, and others requesting

notification. ~~10 calendar days in advance of meetings.~~ *Individuals speaking during the open public comment time period can distribute handouts to members concerning topics not on the agenda. For items on the agenda, handouts may be distributed to members during the discussion of that agenda item.*

- agendas will be posted according to Brown Act requirements, 72 hours in advance of meetings in a location accessible to the public (*listed on the Ag Commissioner's website at www.slocounty.ca.gov/agcom, posted on the Farm Bureau office outer front door, the Public Notice wall at the County Ag Commissioner's office and in the entryway display case at the SLO City/County Library – SLO Main Branch*)
- the Secretary shall post approved minutes on the County Ag Commissioner's website at www.slocounty.ca.gov/agcomm. (*Handouts and corresponding/supplemental information and approved minutes will be available by contacting the Secretary.*)

IX. Quorum Requirements and Voting Procedure:

The minimum number for a quorum shall be 8 voting members. A quorum must be present for voting on any business item listed on agenda. Members or Alternates must be present at meetings to cast vote.

In the absence of a quorum, the Chair may cancel the meeting. If the meeting is held, ~~informal~~ discussion about agenda items can take place. However, no votes can be taken.

Alternates may vote in place of an absent member. If the member and alternate are both present, the Alternate may not vote but may participate in discussions.

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