

PROCEDURAL RULES
of the
SAN LUIS OBISPO COUNTY
AIR POLLUTION CONTROL BOARD

(Adopted February 8, 1995; Last Revised June 17, 2026)

1. Regular Meetings. The Air Pollution Control Board shall meet in the Board of Supervisors' Chambers in the County Government Center, San Luis Obispo, or such other locations as the Board may from time to time designate. The dates of meetings will be adopted by the Board.
2. Special Meetings. Special meetings may be called by the Chair of the Air Pollution Control District Board or by a majority of the Board members. The Clerk of the Board will provide notice of special meetings according to the provisions of the Ralph M. Brown Act which require, in summary, that notice be personally delivered, faxed, or mailed at least 24 hours before the time set for such meeting, to each member of the Board, and to each local newspaper of general circulation and radio or television station that requests such notice in writing. Notice shall also be provided to the Air Pollution Control Officer (APCO) and the District Counsel. Notice shall specify the time and place of the special meeting and the business to be transacted. No other business may be considered.
3. Attendance:
 - a. The District Counsel or an attorney designee shall be present at all meetings of the Air Pollution Control Board.
 - b. The Clerk of the Air Pollution Control District Board or a designee shall be present at all meetings of the Air Pollution Control Board.
 - c. The Air Pollution Control Officer or a designee shall be present at all meetings of the Air Pollution Control Board, unless otherwise determined by the Board.
4. Quorum. A quorum shall be seven Board members, and shall include at least one Board of Supervisors member. Board members should notify the Clerk of the Board no later than twenty-four (24) hours, if possible, prior to a scheduled meeting date if they will be unable to attend, and indicate if an alternate will be attending in their place.
5. Agenda Preparation. Each item of business to be considered at a regular meeting must appear on the Agenda for that meeting, except as provided in paragraph 12 of these Rules. The agenda shall include a brief general description of each item of business to be transacted or discussed. The description shall be written so as to reasonably inform the public as to the nature of the items. The agenda and related materials shall be prepared by District staff. The Chair, or a majority of the Board present at a meeting of the Board, may add items to the Agenda consistent with the time frames set forth herein and under the Ralph M. Brown Act, Government Code Section 54590 et. seq.
6. Agenda Posting. The Agenda will be posted in accordance with the requirements of the Ralph M. Brown Act and shall be posted at least 72 hours in advance of the scheduled meeting.

7. *Chair and Vice-Chair.* At the first regular meeting of the calendar year, a Chairperson and Vice-Chairperson shall be elected by the majority vote of the members present and such Chairperson shall preside for one year. The Chair shall preside at all meetings of the Board and shall conduct the business of the Board in the manner prescribed by these Rules. The Chair shall preserve order and decorum and shall decide all questions of order subject to the action of a majority of the Board. The Vice-Chair shall preside over the meeting whenever the Chair is absent. In the event that both the Chair and Vice-Chair are absent, a Chair Pro Tem, designated by the Board, shall preside. The Chair and Vice-Chair should be alternated annually between the Supervisor and City Council members.
8. *Parliamentary Rules.* The following rules and procedures are to be used for the governance of this Board, in all cases not otherwise provided in these rules.
 - a. Board Resolutions shall be reviewed in written form before binding action is taken.
 - b. When motions are made by members, the motion shall be stated to the Clerk by the moving member.
 - c. No question on a motion shall be debated or put unless it is seconded. If needed, when a motion is seconded, it shall be stated by the Chair before debate.
 - d. A motion having been stated by the Chair, shall be deemed to be in possession of the board, but it may be withdrawn at any time before decision or amendment with the assent of the second.
 - e. When a question is under debate, no other motion shall be received unless:
 - (1) to adjourn;
 - (2) to lay on the table;
 - (3) to consider the previous question;
 - (4) to postpone to a certain date;
 - (5) to commit to committee;
 - (6) to amend;
 - (7) to postpone indefinitely.

These motions shall have preference in the above order.

- f. A motion to refer or lay on the table, until it is decided, shall include all amendments to the main question.
- g. A motion to consider the previous question shall preclude all amendments from debate to the main question and shall be put in the form of "shall the main question be put to a vote."
- h. A member called to order shall relinquish the floor unless permitted to explain, and the Board, if appealed to, shall decide on the case, but without debate. If there is no appeal, the decision of the chair shall be final.

- i. Upon demand of any board member, or at the discretion of the chair, the vote shall be by roll call except that the vote on all rules and resolutions shall be by roll call.
 - j. A motion to adjourn or a motion to fix time of adjournment shall be decided without debate.
 - k. Other rules may be adopted at the discretion of the Board.
9. *Order of Business.* Air Pollution Control District Board business at a regular meeting should be conducted in the following order, except as otherwise directed by the Executive Committee or the Chair:
- Flag Salute
 - Roll Call
 - Elections (if applicable)
 - Presentations (if applicable)
 - Consent Agenda
 - Public Comment Period
 - APCO's Report
 - District Counsel's Report
 - Board Business
 - Closed Session (when necessary)
 - Board Member Items
 - Adjournment
10. *Consent Agenda.* The Consent Agenda shall be comprised of items which will not normally require discussion. A Consent Agenda item shall be open for discussion on the request of a member of the board or a member of the public. Items on the Consent Agenda are approved on one roll call vote of the Board members present, except for individual items pulled for separate action.
11. *Public Comment.* Consistent with Government Code Section 54954.3, every agenda for regular and special meetings shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public, before or during the Board's consideration of the item, that is within the subject matter jurisdiction of the agency. The Board may also adopt reasonable regulations to ensure that the intent of the Ralph M. Brown Act is carried out, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and each individual speaker. Consistent with Government Code Section 54953.3, a member of the public shall not be required, as a condition of attendance at a meeting of the Board, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance. However, in order to provide for the orderly administration of all hearings and preserve the accuracy of the administrative record all persons desiring to speak on agenda items or during the Public Comment portion of the agenda, will be asked to fill out a "Board Appearance Request Form," and provide it to the Clerk of the Board prior to the start of the Board item, or unless invited to speak by the Chair or a member of the Board. Persons making presentations at the meetings of the Air

Pollution Control District Board shall first be recognized by the Chair. Such persons should address the Board at the podium provided during their presentation, unless invited to do otherwise by the Chair.

There will be a portion of the agenda set aside for members of the public to address the Board on items of interest not on a published agenda. Comments will be limited to items over which the Board has jurisdiction, and each individual speaker will be limited to a 3 minute presentation or other reasonable time limit set by the Chairperson. The Chair may refer any issues that arise during this period to staff for appropriate action. Public Comment remarks should be directed to the Chair and the Board as a whole and not to any individual thereof. Speakers should refrain from making slanderous, profane or personal remarks against any individual.

Any member of the Board may briefly comment at the conclusion of public comment on any issue brought up during the public comment period.

12. Items Added to Agenda After Posting. Any items added to the agenda after posting shall only be considered pursuant to the requirements of the Ralph M. Brown Act.
13. Continuances. Public hearings on any matter shall be commenced and completed on the date for which they have been noticed unless the Board agrees to a continuance. Continuances may be requested as follows:
 - a. The Board may grant a continuance for good cause upon request by a Board member or other interested person. Requests for continuance should be made in advance of the meeting. The Clerk of the Board may note on the Agenda that a request for continuance will be made, if that is known to the Clerk at the time the Agenda is prepared. If the Board grants a continuance, a new date will be fixed and publicly announced.
 - b. Request to continue an open public hearing may be made by any person orally prior to the close of the public hearing. The request should include the reason(s) why a continuance is necessary. Those present and interested in the particular matter shall be given an opportunity to comment on the requested continuance.
14. Board Executive Committee. A standing Executive Committee shall be established consisting of the Board Chair, Vice Chair and Immediate Past Chair. It shall meet only on an as-needed basis. It may meet to review the proposed agenda for regular Board meetings, or to review performance evaluations for the Air Pollution Control Officer and recommend revisions to the APCO employment contract, or consider such other ad hoc matters as the Board may from time to time designate. The Board chair may meet directly with the APCO to review the proposed agenda for regular Board meetings. The Executive Committee may provide advice to staff and prepare recommendations to the Board on issues of discussion, but it does not have the authority to make decisions normally reserved for the Board on matters of policy. The Board Chair or a majority of the Executive Committee members may call a meeting of the Executive Committee. Such meetings are subject to all requirements of the Ralph M. Brown Act and shall include published agendas, official minutes, and public comment. The

minutes from an Executive Committee meeting shall be included as a receive-and-file item on the consent agenda of the next regular Board meeting. If such minutes have not been approved by the Executive Committee, they shall be designated as draft minutes.