

Title V – Administration and Legislation

Section 116 - Suggested Wordings for Recommended Actions

Recommended actions are a brief statement phrased as an action to be taken by the Board of Supervisors pertaining to a specific item, issue or topic. Recommended action(s) are entered in the “Board Letter” field of an item entered in the Agenda Management System.

Recommended actions shall include the exact wording for each specific action pertaining to the item, including the adoption of ordinances and/or resolutions, transfer of funds, position requests, approvals, acceptances, staff directions, etc., as it should appear on the agenda.

The placement of the item (on either the Consent or Regular Agenda) will determine the specific action verb(s) used for an item. Items on the Regular Agenda are intended for individual discussion prior to Board action, while items on the Consent Agenda will not be discussed individually, and will be approved as a group.

Common Board Actions:

Consent: Approve, Authorize, Adopt, Accept, Accept and File, Defer, Direct, Ratify

Regular: Approve in Concept, Consider, Conduct, Present, Public Hearing

For items with multiple recommended actions, they should be organized in a numbered list, using “;” at the end of each recommendation and “...; and” on the second to last recommendation (see example below):

1. Accept and file report on the ABC project;
2. Adopt resolution authorizing the Clerk of the Board to submit grant application for the ABC grant program; and
3. Direct Clerk of the Board to return on Month Day, Year, with an update on the ABC project status.

The following format will be used for Planning Appeal Hearing Items.:

Public Hearing....(Project description of two or more sentences including a statement of the proposal and action required.)

Name of Applicant Area Application No.(s) District

APN Planner Address Attachments