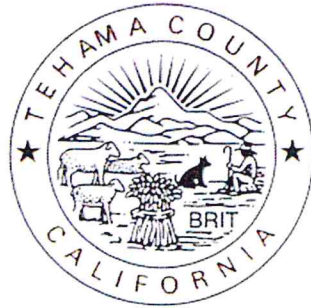


# Tehama County Coordination Committee



## General Procedures & Protocol Guidelines

Adopted March 6, 2013

# **COUNTY OF TEHAMA COORDINATION COMMITTEE**

## **PART I - GENERAL PROCEDURES**

---

All procedures as set forth herein shall guide the Coordination Committee in the conduct of its official business, except that where such procedures are found to be in conflict with state law or local ordinance, said ordinances or laws shall supersede the procedures as set forth herein. The Tehama County Board of Supervisors shall retain the authority to approve, modify, or reject any action of the Committee.

### **SECTION A. APPOINTMENT AND ROLE OF COUNTY COORDINATION COMMITTEE AND ITS MEMBERS**

Appointment and term of members of the Coordination Committee shall be governed by the provisions set forth in Tehama County Board of Supervisor's Resolution No. 96-2011 as may be amended from time to time. The Committee is comprised of nine (9) members, appointed by the Board of Supervisors as follows:

1. Two members of the Tehama County Board of Supervisors.
2. The Tehama County Director of Planning.
3. The Tehama County Sheriff.
4. One community member representing outdoor recreation interests.
5. One community member representing grazing/ranching interests.
6. One community member representing timber and/or water user interests.
7. Two community members at large.

### **SECTION B. ELECTIONS AND TERMS OF THE COORDINATION COMMITTEE OFFICERS**

The Committee, at the first regular meeting in January, or as soon as practical thereafter, shall seat a Chairperson and Vice Chairperson. The position of Chairperson and Vice Chairperson shall rotate annually between the Supervisors who serve on the Committee, or as may otherwise be directed by the Board of Supervisors.

### **SECTION C. DUTIES OF OFFICERS AND STAFF**

The powers and duties of the Coordination Committee shall be as established by resolution of the Board of Supervisor's, and as set forth below.

1. **CHAIRPERSON:** The Chairperson shall preside at all meetings of the Coordination Committee. He/She shall appoint all ad hoc committees and shall perform all other duties necessary or incidental to his/her office.
2. **VICE CHAIRPERSON:** In the event of an absence of the Chairperson or of his/her inability to act, the Vice Chairperson shall take the place of and perform the duties of the Chairperson.

# COUNTY OF TEHAMA COORDINATION COMMITTEE

## PART I - GENERAL PROCEDURES

---

3. **SECRETARY:** The Planning Director shall be designated as the Secretary to the Committee. The Secretary, or designee, shall maintain the minutes of the meetings, records of meetings, and official action.

The Secretary shall, on all official actions for which a specific number of votes is required by local or State law or policy, show the vote of each member upon each question or if a member is absent or fails to vote, shall indicate such fact. He/She shall certify all official documents and resolutions of the Coordination Committee.

The Secretary shall report to the Committee on procedural matters pertaining to items before the Coordination Committee. He/She shall examine incoming mail for proper referral and answer correspondence for the Coordination Committee. He/She shall maintain records of operation of the Committee, and shall perform such other duties as may be assigned by the Committee where such assignments are within the scope of the Secretary's duties as may be established by the Board of Supervisors, and where the resources are available to the Secretary to accomplish such assignments.

### SECTION D. SUB-COMMITTEES

When desirable or necessary, the Chairperson may select Coordination Committee members to serve on Ad Hoc Committees addressing specific issues of concern to the Coordination Committee and/or Board of Supervisors. Ad Hoc Committees shall be discharged at the end of their assignments.

All Ad Hoc Committee Meetings shall be conducted in accordance with the Brown Act.

### SECTION E. MEETINGS

All Meetings shall be conducted in accordance with the Brown Act.

1. **REGULAR MEETINGS** of the Coordination Committee shall take place on the First Wednesday of the Month on a quarterly basis, except that where a meeting falls on or the day after a County holiday the meeting shall be canceled.
2. **SPECIAL MEETINGS** of the Coordination Committee may be called by the Chair or Vice Chair of the Coordination Committee and shall take place as agreed to by a majority of the members of the Committee.
3. **FIELD TRIPS** of the Coordination Committee shall be conducted as noticed meetings and conducted in accordance with the Brown Act.

# COUNTY OF TEHAMA COORDINATION COMMITTEE

## PART I - GENERAL PROCEDURES

---

4. COORDINATION COMMITTEE MEETING NOTICE of the time and place of every regular work session (meeting) and special meeting of the Coordination Committee shall be given to the members of the Coordination Committee at least 72 hours before the time of such meeting.

Posting of the Coordination Committee meetings, regular or special, shall occur at the following location (s) County of Tehama Planning Department, in the glass case outside the building located at 444 Oak Street, Red Bluff, California, at least seventy-two (72) hours prior to the time of the meeting in the case of a regular meeting or twenty-four (24) hours in advance in the case of a special meeting.

5. NOTICE OF PUBLIC MEETING(S), when required public meeting notices, shall be given in accordance with the Brown Act.
6. A QUORUM for conducting the business of the Coordination Committee shall consist of five (5) voting members, except that at least one of the members must also be a member of the Board of Supervisors. In the absence of a quorum, the members present shall adjourn to the next regular meeting.
7. ORDER OF BUSINESS at a regular meeting shall be as follows:
  - a. Committee Call to Order
  - b. Pledge to the Flag
  - a. Public Comment (Citizen's Concerns)  
*This item allows the Public to address the Committee on any items of concern or interest. Committee members may not discuss any non-agendized items. However, the Committee as a body may respond to a request from the public to schedule an item for consideration by the Committee at a future meeting.*
  - c. Announcements  
*This item provides the Secretary or the Chairman the opportunity to advise the Committee and the Public about any correspondence which was received, or about changes to the agenda which occurred, after the agenda was published.*
  - d. Approval of Minutes
  - e. Tehama County Coordination Committee Scheduled Agenda Items

# COUNTY OF TEHAMA COORDINATION COMMITTEE

## PART I - GENERAL PROCEDURES

---

- f. Committee Member Request for Items of Future Committee Consideration  
*This item provides an opportunity for individual Committee members to bring forward items of potential interest to the Committee for discussion and consideration. Committee members must provide the relevant information to the Secretary prior to publication of the Agenda so that it can be agendized.*
  
- h. Status Reports on Items of Committee Interest.  
*This agenda item provides the opportunity for the Committee to be updated on the status of old business or items of past interest.*
  
- i. Adjournment

With majority consent by the Committee, the order of business may be suspended or varied at any time. Consent must include the consent of at least one member who is also a member of the Board of Supervisor.

- 8. ORDER FOR EACH AGENDA ITEM shall be as follows:
  - a. Chairperson announces the next matter to be discussed.
  
  - b. Secretary/Planning Director identifies any communications which are concerned with the item and were received too late for inclusion in the agenda.
  
  - c. Chairperson calls on the Secretary or Presenter to:
    - i. Explain the item and outline any unique issues not reflected in the materials provided;
    - ii. Present information related to the item as appropriate; and
    - iii. Committee members discussion and questions of the staff or presenter
  
  - e. Committee hears those members of the public present and not a part of the item:
  
  - f. Committee acts to:
    - i. Close or continue the item until a later date or,
    - ii. Recommend to take the matter under advisement or,
    - iii. Takes or takes formal voting action

The Tehama County Board of Supervisors shall retain authority to approve, modify, or reject any action, request or recommendation of the Committee.

# COUNTY OF TEHAMA COORDINATION COMMITTEE

## PART I - GENERAL PROCEDURES

---

### 9. VOTING procedures shall be as follows:

Every official act taken by the Coordination Committee shall be by motion in the form of a minute order, adopted by the affirmative vote of the majority of all members of the Committee presently in office and voting (cannot be less than a quorum).

The Chair usually initiates the motion by either (1) inviting the members of the body to make a motion, (2) suggesting a motion to the members of the body, or (3) making the motion him/herself.

### SECTION F. AMENDMENTS

These procedures may be amended by the Coordination Committee, at any regular or special meeting by a majority vote of the voting members present. Amendments may only be made to the extent that any change is consistent with local ordinance or State law.

# Tehama County Coordination Committee

## Part II - Meeting Protocol Guidelines

---

The following guidelines are established by the Coordination Committee of the County of Tehama as a tool to aide in the conduct of the business of the Committee, except that were such guidelines are found to be in conflict with state law or local ordinance, said ordinances or laws shall supersede the procedures as set forth herein.

### I. AGENDA ALTERATIONS

- A. "Trailing" an agenda item.
  - 1. The agenda need not be executed in the exact order as it is presented. There are occasions when circumstances are such that an agenda item needs to be "trailed" to a later stage in the meeting.
  - 2. Just cause for trailing an item might be because one or more of the parties affiliated with an agenda item—staff member or an item presenter—is not present to speak.
- B. Taking an agenda item out of order.

An agenda item may be taken out of order if the Committee members concur by majority vote with a motion to suspend the noticed order of business.

- A. Moving to continue an item to another day.
  - 1. Should the meeting generate new questions and issues which cannot then be satisfactorily answered, or if errors are evident, the Committee should make a motion "to continue." (Exception: Some issues may be "time sensitive" and require action by the Committee at the meeting.)
  - 2. When an item is continued, a "date certain" can be included in the motion. This allows all parties to know when the item will be heard again. Before making the motion, the affected parties should be consulted to confirm their ability to comply with the proposed date for the subsequent meeting. If a date certain is not specified, the matter will generally be continued to the next regularly scheduled Committee meeting.

### II. COMMITTEE MEMBER CAVEATS

#### A. Communications Outside the Presence of Other Parties

If a Committee member is contacted by a member of the public and receives information on an agenda item that is not included in the course of the public meeting, the Committee member

# Tehama County Coordination Committee

## Part II - Meeting Protocol Guidelines

---

must, in accordance with the Brown Act, reveal, on the record, the content of that private conversation. The statement should indicate you met with Mr./Ms. \_\_\_\_ prior to the meeting and that you are revealing it in order for the public and the Committee to know about the information you received. Such a statement informs the Committee and the public of the information and allows for further discussion as needed.

### B. Public comment on non-agenda items.

1. Committee members may do any of the following:
  - a. Take action to place the item on a future agenda if supported by the voting majority of the Committee; and
  - b. With the concurrence of the majority of the Committee ask staff to report back on the subject in question.

### C. Decision making.

1. Committee members should never make up their minds in advance on how they are going to vote.
2. Committee members should study the agenda packet, ask questions of staff in advance of the meeting, and/or schedule a briefing with staff.
3. Any briefing must avoid Brown Act violations. If staff reveals the questions posed by other Committee members in their briefings, the Committee members can find out how the others are voting, which can constitute an illegal Serial Meeting.
4. Committee members should gather information and ask questions during the public presentation on the item, and the public testimony period.
5. Committee members should refrain from actions that portray anything other than honorable, independent behavior.
6. Members should listen to and respectfully consider the points being made by fellow Committee members.
7. Committee members should refrain from the use of email and/or internet if discussing matters to be brought before the Committee in a public meeting. The Brown Act prohibits the use of any series of communications to discuss, deliberate or take action on any item of business that is within the Committee's jurisdiction. Serial communications occur when one member emails another member and the conversation is forwarded to other members.



# Tehama County Coordination Committee

## Part II - Meeting Protocol Guidelines

---

### D. Rules for decision-making:

1. Identify and articulate a proper purpose.
2. Show the "footprints" between purpose and result.
3. Do not argue with, or make demeaning comments to members of the public.

### III. COMMITTEE AUTHORITY

Committee members operate within a narrow window of authority established by the resolution of the Board of Supervisors and should:

- A. Act within their purview as an advisory body to the Board.
- B. Recognize their realm of authority.
- C. Stay within the responsibilities established by the Board and the Committee.
- D. Remember that the Board of Supervisors values the Committee's insights, but the Board sets policy direction for the County.

### IV. BEHAVIOR AT THE DAIS

#### A. Committee members should avoid:

1. Making faces or showing any other biased emotions.
2. Whispering in a huddled conference with a fellow Committee member.
3. Grabbing the "floor" without first being recognized by the Chair.
4. Verbally attacking County staff, agency representatives, or the public.

- B. A formal tone during the meeting signals everyone to be well-behaved, to treat peers and strangers with respect, and to demonstrate strict professionalism.

# Coordination Committee Purpose and Mission Statement



The Tehama County Coordination Committee's mission is to assist the Tehama County Board of Supervisors in its ongoing efforts to ensure that the land use, planning, and management activities of all federal and state agencies maintaining jurisdiction over lands and/or resources located within the County of Tehama are coordinated with the planning processes of the County of Tehama and with the County's adopted plans, as required by law.

The Committee will advise the Board regarding pending or proposed federal and state land use, planning, and management activities, and will help the Board identify opportunities for coordination and for the promotion of consistency between federal and state activities and Tehama County's planning processes and adopted plans.

*Information on projects of Federal and State agencies that may be subject to coordination activities can be obtained at the following websites:*

US Forest Service Schedule of Proposed Actions

<http://www.fs.fed.us/sopa/state-level.php?ca>

Lassen National Forest:

<http://www.fs.usda.gov/lassen/>

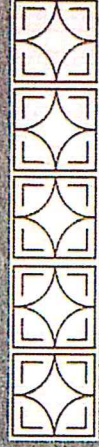
Shasta-Trinity National Forest

<http://www.fs.usda.gov/stnff/>

Mendocino National Forest

<http://www.fs.usda.gov/mendocino/>

*Information on the current activities of the Tehama County Coordination Committee is available at the Tehama County Planning Department website:*



# COUNTY OF TEHAMA



Tehama County  
Coordination  
Committee



County of Tehama  
Planning Department  
444 Oak Street, Room "1"  
Red Bluff, CA 96080  
Ph 530-527-2200  
Fx 530-527-2655



## Coordination Committee Membership

The Committee is comprised of nine (9) members, appointed by the Board of Supervisors as follows:

- Two members of the Tehama County Board of Supervisors
- The Tehama County Director of Planning
- The Tehama County Sheriff
- One community member representing outdoor recreation interests
- One community member representing grazing/ranching interests
- One community member representing timber and/or water user interests
- Two community members at large

The community member appointees to the Committee serve at the pleasure of the Board of Supervisors for three year terms.



## Coordination Process in Federal Agency Actions

Federal laws including the National Environmental Quality Act (NEPA), the Federal Land Policy and Management Act (FLPMA), and the Endangered Species Act among others, require early notification to a local government of those actions or plans of a federal agency that will affect the local government.

The statutes require Federal agencies to make all reasonable effort to coordinate federal resource plans or actions with related local government land use plans and policies. The Tehama County Coordination Committee operates within the framework of these laws. Following are several excerpts from the statutes:

- 43 USC § 1712(c)(9) – Bureau of Land Management Lands (FLPMA)

The Secretary of the Interior shall "to the extent consistent with the laws governing the administration of the public lands, coordinate the land use inventory, planning, and management activities of or for such lands with the land use planning and management programs of other Federal departments and agencies and of the States and local governments within which the lands are located . . ."

- 16 USC 1604(a) – National Forest System Lands

"[T]he Secretary of Agriculture shall develop, maintain, and, as appropriate, revise land and resource management plans for units of the National Forest System, coordinated with the land and resource management planning processes of State and local governments and other Federal agencies.



## Coordination Committee Membership

If you are interested in additional information about the Committee's activities, attending Committee meetings, or contacting Committee members, please call the Tehama County Planning Department (530-527-2200) or visit the Committee's informational website at [www.co.tehama.ca.us](http://www.co.tehama.ca.us).

**RESOLUTION NO. 96-2011**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF TEHAMA  
FORMALLY DEMANDING COORDINATION BY ALL FEDERAL AND STATE  
AGENCIES MAINTAINING JURISDICTION OVER LANDS AND/OR RESOURCES  
WITHIN THE COUNTY OF TEHAMA**

**WHEREAS**, the County of Tehama is a political subdivision of the State of California, with an elected five member Board of Supervisors serving as its chief governing authority; and

**WHEREAS**, the Tehama County Board of Supervisors is charged with establishing comprehensive land use plans (including, but not limited to, the General Plan) outlining present and future authorized uses for all lands and resources situated within the County; and

**WHEREAS**, Tehama County is engaged in the land use planning process for future land uses to serve the welfare of all the citizens of Tehama County; and

**WHEREAS**, over twenty-five percent (25%) of lands in Tehama County are publicly owned and/or managed by various federal and state agencies; and

**WHEREAS**, the citizens of Tehama County historically earn their livelihood from activities dependent upon natural resources, and land which produces natural resources is thus critical to the economy of Tehama County; and

**WHEREAS**, the economic base and stability of Tehama County is largely reliant upon commercial and business activities operated on federally and state owned and/or managed lands that include, but are not limited to, recreation, tourism, timber harvesting, mining, livestock grazing, and other commercial pursuits; and

**WHEREAS**, Tehama County desires to ensure that federal and state agencies inform the Board of Supervisors of all pending or proposed actions affecting local communities and citizens within Tehama County and coordinate with the Board of Supervisors in the planning and implementation of those actions; and

**WHEREAS**, federal agencies are required to coordinate planning and management activities with local governments pursuant to (1) federal statutes including, but not limited to, the Federal Land Policy and Management Act, 43 U.S.C. § 1712, the National Forest Management Act, 16 U.S.C. § 1604, and the National Environmental Policy Act, 42 U.S.C. § 4331, (2) regulations and rules implementing those statutes, including, but not limited to, 43 C.F.R. § 1610.3 and 36 C.F.R. part 212, and (3) Executive Orders directing intergovernmental cooperation and coordination, including, but not limited to, Executive Order 12372; and

**WHEREAS**, the California Legislature likewise requires coordination between state agencies and local governments pursuant to state statutes including, but not limited to, Government Code section 65040 and Public Resources Code sections 5099.3 and 25333; and

**WHEREAS**, under Article XI, section 7 of the California Constitution, the County of Tehama has organic authority to make and enforce within its limits all local, police,

Resolution No. 96-2011

sanitary, and other ordinances and regulations not in conflict with general laws, and the California Legislature has further recognized and authorized the County of Tehama to exercise certain powers in specific statutes; and

**WHEREAS**, it is the desire of the Board of Supervisors to see that Tehama County is incorporated into the land use and planning activities of the respective federal and state agencies, and accordingly by adoption of this Resolution hereby invokes its right to be notified of and integrated into the development of land management policies, activities, and regulations of the respective federal and state agencies whenever such matters affect lands within the County; and

**WHEREAS**, it is the intent of the Board of Supervisors to promote the consistency of federal and state agency plans and actions with adopted local plans, including without limitation, the following:

- Tehama County General Plan
- Tehama County Regional Transportation Plan
- Tehama County Flood Control and Water Conservation District Coordinated AB 3030 Groundwater Management Plan
- Tehama County Multi-Jurisdictional Hazard Mitigation Plan
- Tehama County Voluntary Oak Woodland Management Plan
- Northern Sacramento Valley Planning Area Air Quality Attainment Plan
- Tehama/Glenn Unit Fire Management Plan
- Herger Feinstein Quincy Library Group Forest Recovery Act-Pilot Project Plan

**NOW THEREFORE BE IT RESOLVED** that the Board of Supervisors of the County of Tehama does hereby formally assert its entitlement to coordination with all federal and state agencies maintaining jurisdiction over lands and/or resources located within the County of Tehama and conducting planning and management activities that affect and impact the residents and government of the County of Tehama.

**BE IT FURTHER RESOLVED** that the Tehama County Board of Supervisors hereby notifies and demands that the United States Forest Service, the Bureau of Land Management, and such other federal and state agencies maintaining jurisdiction of lands and/or resources located within Tehama County provide notice to the County of all proposals and/or activities for the development of land management plans, policies, activities, or rules or regulations pertaining to lands within the boundaries of the County. The Board further demands that the respective federal and state agencies extend to and engage in coordination with the County with regard to the development of all such plans, policies, activities, rules, or regulations. The Board further demands that the respective federal and state agencies, including but not limited to the United States Forest Service and each of the regional offices for each of the national forests routinely provide notice to the County, in care of the Tehama County Clerk of the Board of Supervisors and Tehama County Planning Department, of the preparation of all environmental documents by such agencies in accordance with the National Environmental Policy Act and/or California Environmental Quality Act, as applicable.

**BE IT FURTHER RESOLVED** that the Clerk of the Board shall cause a copy of this Resolution to be transmitted to each affected federal or state agency at that agency's local, regional, or state office(s), and to all federal and state elected representatives serving the County of Tehama.

**BE IT FURTHER RESOLVED** that the Clerk of the Board of Supervisors is authorized and hereby directed to publish a copy of this Resolution in the *Red Bluff Daily News*.

The foregoing resolution was offered on a motion by Supervisor Williams, seconded by Supervisor Garton, and carried by the following vote of the Board:

AYES: Supervisors Williams, Garton, Russell, Warner and Avilla

NOES: None

ABSENT OR NOT VOTING: None

STATE OF CALIFORNIA        )  
  ) ss  
COUNTY OF TEHAMA        )

I, BEVERLY ROSS, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said Board of Supervisors on the 30th day of August, 2011.

DATED: This 31st day of August, 2011.

BEVERLY ROSS, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California.

By Mackenzi Parkinson  
Deputy

RESOLUTION NO. 122-2011

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF TEHAMA  
ESTABLISHING THE TEHAMA COUNTY COORDINATION COMMITTEE**

**WHEREAS**, on August 30, 2011, the Tehama County Board of Supervisors adopted Resolution No. 96-2011 formally demanding coordination by all Federal and State Agencies maintaining jurisdiction over lands and/or resources within the county of Tehama; and

**WHEREAS**, the Board of Supervisors desires to form an advisory committee comprised of Supervisors, County staff, and community members to assist the Board in its ongoing efforts to ensure that the land use, planning, and management activities of all federal and state agencies maintaining jurisdiction over lands and/or resources located within the County of Tehama are coordinated with the planning processes of the County of Tehama and with the County's adopted plans, as required by law;

**NOW THEREFORE BE IT RESOLVED** that the Tehama County Coordination Committee is hereby established. The Committee shall be comprised of nine (9) members, appointed by the Board of Supervisors as follows:

- Two members of the Tehama County Board of Supervisors
- The Tehama County Director of Planning
- The Tehama County Sheriff
- One community member representing outdoor recreation interests
- One community member representing grazing/ranching interests
- One community member representing timber and/or water user interests
- Two community member members at large

The two members of the Board of Supervisors, the Director of Planning, and the Sheriff shall serve on the Committee *ex officio*, for no set term. The community member appointees to the Committee shall serve at the pleasure of the Board of Supervisors, for three-year terms.

**BE IT FURTHER RESOLVED** that the mission statement of the Tehama County Coordination Committee shall be:

*The Tehama County Coordination Committee's mission is to assist the Tehama County Board of Supervisors in its ongoing efforts to ensure that the land use, planning, and management activities of all federal and state agencies maintaining jurisdiction over lands and/or resources located within the County of Tehama are coordinated with the planning processes of the County of Tehama and with the*

RESOLUTION NO. 122-2011

*County's adopted plans, as required by law. The Committee will advise the Board regarding pending or proposed federal and state land use, planning, and management activities, and will help the Board identify opportunities for coordination and for the promotion of consistency between federal and state activities and Tehama County's planning processes and adopted plans.*

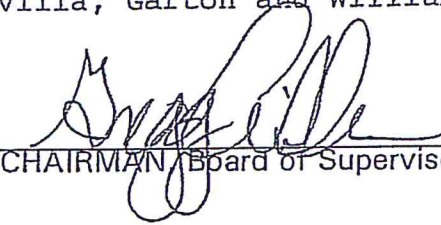
The Committee may adopt supplemental role and mission statements, in its discretion.

**BE IT FURTHER RESOLVED** that the Committee shall conduct all of its meeting in accordance with the Ralph M. Brown Open Meetings Act. (Gov. Code, §§ 54950, et seq.)

**BE IT FURTHER RESOLVED** that the application form for membership on the Committee shall be substantially as set forth in Attachment "A" to this Resolution.

The foregoing resolution was offered on a motion by Supervisor Russell, seconded by Supervisor Warner, and carried by the following vote of the Board:

AYES: Supervisors Russell, Warner, Avilla, Garton and Williams  
NOES: None  
ABSENT OR NOT VOTING: None

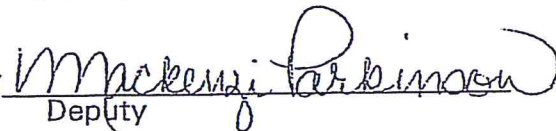
  
CHAIRMAN, Board of Supervisors

STATE OF CALIFORNIA        )  
  ) ss  
COUNTY OF TEHAMA        )

I, BEVERLY ROSS, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said Board of Supervisors on the 25th day of October, 2011.

DATED: This 31st day of October, 2011.

BEVERLY ROSS, County Clerk and ex-officio Clerk of the Board of Supervisors of the County of Tehama, State of California.

By   
Deputy

Resolution No. 122-2011