3-08/050.10 - Procedures Regarding Agenda Item Board Letters

All agenda item board letters must be routed through the Administrative and Training Division. Administrative and Training Division will review and process the documents.

All agenda item Board letters shall be submitted to the clerk of the board prior to noon on Thursday for Tuesday hearings. The matter will then be placed on the Tuesday agenda, eleven days later. Any letters received after noon will be placed on the Tuesday agenda 18 days later.

The following guidelines shall be used in preparing agenda item board letters:

Address

Agenda item board letters shall be addressed to:

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Salutation

The salutation shall read "Dear Supervisors:".

Subject Line

The subject line of the board letter shall be typed and centered in upper case and should be specific and complete enough to readily identify the documents. Also included in the subject line should be the number of votes required for board approval (e.g., 3, 4 or 5-Votes).

Distribution

All items submitted to the supervisors in reference to the board agenda shall be flagged by placing the agenda date on the envelope and on the first page of the report.

Following distribution to the Board of Supervisors, Administrative and Training Division will send a hard copy to Sheriff's Headquarters Bureau where they will be made available to the general public upon request. Administrative Services Division will upload an electronic copy of the Los Angeles County's website for public access (http://lacounty.info/).