



**SALLY J. LIEBER**

VICE CHAIR  
STATE BOARD OF EQUALIZATION

## **MEMORANDUM**

**Date:** July 14, 2023

**To:** Antonio Vazquez, Chairman  
Ted Gaines, Board Member, First District  
Mike Schaefer, Board Member, Fourth District Malia  
M. Cohen, State Controller

**Re:** July 25, 2023, Board Meeting Item 8 – Board Governance Policy Review,  
Possible Revisions

Honorable Members, based on comments that were made during the June 27, 2023 Board Meeting, I propose we add a new section to the Board's current [Governance Policy](#), under section **"VII. Roles and Powers of the Board"**, subparagraph I.

The goal is to ensure that when a Board Member, other than the Chair, proposes to add an item to the Board's agenda, the majority of the Board Members agree to place the item on the agenda. If adopted, this proposal would not affect the Chair's ability to set the Board's monthly meeting agenda, approve the agenda, add additional meetings to the Board's adopted Meeting Calendar, convene, or adjourn the Board Meeting.

On February 24, 2016, the Board adopted a process that allowed individual Board Members to add an item to the agenda by submitting it to the Executive Director. The process is detailed in the Board Meeting Reference Manual. However, if this proposal is adopted, it would supersede the process laid out in the Board Meeting Reference Manual.

### **Proposal – Add subparagraph I under section "VII. Roles and Powers of the Board"**

#### **I. Board Member Requested Matters**

Pursuant to the Board's authority under Gov. Code, section 15606(a) to prescribe rules for its own governance and the transaction of its business, and section 15609 to hold meetings each month at times and places in the state for performing its duties, the Board has established the following Policy to be used when a Member would like to add a new matter to the agenda:

1. There shall be a standing item at the end of the agenda called “**Board Member New Matters.**”
2. When that item is called, any Board Member shall have the opportunity to provide a high-level overview and seek the Board’s approval for placing an item on the agenda for a future meeting. A majority of the Board must agree to place the proposed item on the agenda.
3. Upon the approval of a majority of the Board, the Board Member shall submit the item to the Executive Director, outlined in the process below:
  - a. The Board Member must affirm the decision to place the item on a public agenda in accordance with the Bagley-Keene Open Meeting Act.
  - b. The Board Member will submit a memorandum to the Executive Director with a description of the matter and any additional information.
  - c. The Chief Counsel shall review the item for any legal issues.
  - d. The final memorandum and any additional information will be submitted to the Executive Director and Board Proceedings Division at least two days before the agenda is published.
  - e. The item will be placed on that month’s agenda if the memorandum and any additional information are submitted by the two-day deadline.
4. Items added to the agenda in this manner will come under the section of “Board Member Requested Matters.”

Sincerely,



Sally J. Lieber  
Vice Chair, Second District  
California State Board of Equalization

cc: Ms. Deborah Bautista-Zavala, Chief Deputy, Office of Chairman Antonio Vazquez  
Mr. Gary Gartner, Chief Deputy, Office of Vice Chair Sally J. Lieber  
Mr. Matt Cox, Chief Deputy, Office of Board Member Ted Gaines  
Mr. Cody Petterson, Chief Deputy, Office of Board Member Mike Schaefer  
Mr. Hasib Emran, Deputy State Controller  
Ms. Yvette M. Stowers, Executive Director  
Ms. Lisa M. Renati, Chief Deputy Director  
Ms. Henry D. Nanjo, Chief Counsel