

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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**Purpose**

To establish the Board of Supervisors' Policy concerning the publication of ordinance summaries and display advertisements.

**Background**

The Government Code was amended in 1978 to permit the publication of ordinance summaries in lieu of full ordinance texts if a fair and adequate summary can be prepared. Such summaries must be published twice in a newspaper of general circulation; once, at least 5 days prior to adoption and once within 15 days following adoption. If it is not feasible to prepare a fair and adequate summary, the Board of Supervisors may order the publication of display advertisements, indicating the general nature of and providing general information about the ordinance. The use of summaries or display advertisements will, in many instances, result in saving in publication costs.

**Policy**

**A. Ordinance Summaries**

It is the policy of the Board of Supervisors that ordinance summaries be published in lieu of the full ordinance texts whenever a fair and adequate summary can be prepared and cost savings are anticipated from such action.

It shall be the responsibility of each County officer introducing an ordinance exceeding two pages in length to:

1. Determine if a fair and adequate summary of the ordinance can be prepared and that the preparation and publication of such summary will result in a cost savings;
2. If a fair and adequate summary can be prepared, file such summary with the Clerk of the Board at the time the ordinance is docketed; or
3. If a fair and adequate summary cannot be prepared, evaluate the use of a display advertisement per Section 25124(b)(2) of the Government Code and advise the Board of Supervisors accordingly.

Ordinance summaries shall include a statement of the subject and intent of the ordinance and provide notice that the full text of the ordinance is posted in the office of the Clerk of the Board of Supervisors.

Ordinance summaries shall be approved by County Counsel prior to filing with the Clerk of the Board of Supervisors. Notwithstanding Government Code Section 66018,

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pertaining to fees, the Clerk of the Board of Supervisors shall publish the ordinance summary and post a certified copy of the full text of the ordinance (1) at least 5 days prior to adoption, and (2) within 15 days following adoption. The second posting shall include the names of the Supervisors voting for and against the ordinance.

**B. Display Advertisements**

It is the policy of the Board of Supervisors that display advertisements be published when it is not feasible to prepare a fair and adequate summary and cost savings can be anticipated from such action.

If a County Officer, introducing an ordinance, determines it is not feasible to prepare a fair and adequate summary of a proposed ordinance, but a cost savings may be anticipated by use of a display advertisement in lieu of publishing the full ordinance text, said officer shall advise the Board of Supervisors accordingly.

The Board of Supervisors may then order the publication of display advertisements, which shall indicate the general nature of and provide information about the ordinance including information sufficient to enable the public to obtain copies of the complete text of the ordinance.

Upon order of the Board of Supervisors, the Clerk of the Board of Supervisors shall publish a display advertisement of at least one-quarter of a page in a newspaper of general circulation in the County, at least five (5) days prior to adoption and within fifteen (15) days after adoption. The second display advertisement shall include the names of the Supervisors voting for or against the ordinance. The Clerk shall also make available to the public, copies of the complete text of the ordinance.

**Sunset Date**

This policy will be reviewed for continuance by 12-31-25.

**Board Action**

- 1-2-79 (73)
- 10-6-82 (58)
- 10-18-88 (48)
- 11-29-94 (40)
- 6-15-04 (25)
- 12-9-08 (33)
- 11-08-11 (24)
- 10-30-18 (23)

**CAO Reference**

- 1. County Counsel