**Sample Meeting Rules for a Grand Jury**

1. The Foreperson or Pro Tem will prepare an agenda for each panel (full jury) meeting.

Each agenda item will state who should make the presentation or report and the time allotted for the item. Any juror may add an item to the agenda by contacting the Foreperson at least 48 hours before the meeting.

1. The agenda will be distributed to the jurors by the Foreperson by email at least 24 hours before the meeting. During the meeting, an item can be added to the agenda on a majority vote.
2. A quorum for conducting business consists of 12 grand jurors.
3. Twelve affirmative votes (a “supermajority”) are required for the adoption or amendment of this Procedures Manual and for all “public actions” of the grand jury. (Penal Code § 916) “Public actions” include authorizing an investigation or approving a report for public release. Decisions or actions which are not public actions do not need 12 votes. For example, a motion to request the CAO to authorize the purchase of a printer can be passed on a majority vote of the jurors present at the meeting.
4. Other less formal business (like setting the next meeting) may be conducted by obtaining consensus unless the Foreperson or an individual juror requests a vote on a motion, which will require a majority vote to pass.
5. No “proxy votes” are allowed. Only members who are present at a meeting, either in person or remotely during a meeting conducted by videoconference or teleconference, may vote.
6. The Foreperson will preserve harmony during meetings. The Foreperson, or the parliamentarian if one has been appointed, may speak on points of order and will decide all questions of procedure, subject to appeal. The Foreperson will vote last on all motions.
7. A juror who doubts the decision of a vote may call for a roll call.
8. Any juror who wishes to speak must raise their hand, be acknowledged by the Foreperson, and confine their comments strictly to the question under discussion. The time limit for comments is two minutes per person, unless extended by the Foreperson.
9. No grand juror may speak on the same subject more than once, except by consent of the Foreperson or consensus of the jury, and then only when all other jurors who wish to speak have done so. When a juror is allowed to speak a second time, this privilege is then extended to all members.
10. Any juror may “call for the question,” that is, ask that the motion be voted on, so long as every juror has had the chance to speak at least once.
11. A motion may be amended by the juror who made the motion; but they may decline to amend it and may instead call for a vote on it.
12. At the end of each meeting, the Foreperson will state for the minutes any tasks that were assigned to a juror or committee during the meeting and the date by which the juror or committee will report back to the full panel.
13. Minutes of the meeting will be distributed at least 24 hours before the next meeting.