



**COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

<b>Subject:</b> <b>COMMUNICATIONS TO BOARD FROM A MEMBER OF THE PUBLIC</b>	<b>Policy Number</b> <b>H-1</b>	<b>Page Number:</b> <b>Page 1 of 2</b>
	<b>Date Adopted:</b> <b>12/22/1987</b>	<b>Revised Date:</b> <b>4/17/2012</b>

**BACKGROUND:**

The Board of Supervisors (Board) receives many communications from individuals, agencies, and organizations recommending the County take action on a wide range of complex issues. In order to facilitate the processing of communications to the Board, the Clerk of the Board needs to have sufficient information to properly process the communications. Members of the public are encouraged to communicate to the Board however the process needs to be clarified to facilitate the communication.

**POLICY:**

Members of the public as well as non-county agencies who need to bring a topic to the Board's attention for possible action, can do one of the following:

- 1) Address the Board at any regular meeting during the Public Comment section of the Agenda and make a request for action;
- 2) Submit comments to their District Supervisor; or
- 3) Submit comments to a specific Department.

In order for the Board to take action, an item must be placed on an agenda by either a County Department or a Board member. If a member of the public or a non-county agency wishes to put something on the Board's agenda, they must work through the appropriate county department or a member of the Board.



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**PROCEDURE:**

1. All written communications addressed to the Board of Supervisors will be reviewed by the Clerk of the Board to determine whether the communication is regarding a Board agenda item or for information only,

2. Communication regarding a Board agenda item

a. Submitted to the Clerk of the Board

The Clerk of the Board shall appropriately mark and distribute copies of the document/communication to the Board members, attach a copy to the internet file, and place the original with the Clerk's record.

b. Submitted to Board Members

In order to reduce duplication in communications, a communication sent directly to a Board member regarding an agenda item should be forwarded to the Chair's assistant or their designee who will then forward it to the Clerk of the Board at [edc.cob@edcgov.us](mailto:edc.cob@edcgov.us).

3. Items for Information Only

Items which are deemed to be for the Board's information only shall be distributed to each Board member

**Primary Department:** Clerk of the Board

**References:** None