



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

Subject: COMMUNICATIONS FROM A MEMBER OF THE PUBLIC FOR THE PUBLIC RECORD	Policy Number H-2	Page Number: Page 1 of 2
	Date Adopted: 4/17/2012	Revised Date:

BACKGROUND:

The public is encouraged to submit their comments through the office of the Clerk of Board to assure proper and timely distribution to all Board members. Due to electronic mail it has become more difficult to assure that all comments submitted by the public get proper handling. Members of the public are now able to submit their comments at all hours and easily copy many different people at one time. This has made it difficult for the Office of the Clerk of the Board to verify that all communications are distributed for review by the members of the Board and are included in the public record.

POLICY:

Comments from the public regarding an item already on a Board agenda, should be submitted to the office of the Clerk of the Board for distribution to the Board members and to be included in the public record. Comments may be submitted in person, mailed, faxed or emailed to the Clerk of the Board's office:

330 Fair Lane, Placerville, CA 95667

Fax: 530-622-3645

Email: edc.cob@edcgov.us

Note: Comments which are emailed directly to individual Board members may not get included in the public record.

Note: Emails sent in mass to all Board members are not assured timely distribution.



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PROCEDURE:

Communication regarding a Board agenda item

- 1) 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.

Note: All documents/communications regarding a single Board item will be attached to the internet file together.

- 2) 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 office of the Clerk of the Board at edc.cob@edcgov.us.

Primary Department: Clerk of the Board

References: None