

# October 16, 2017 – El Dorado County Governance Protocols

## Draft for Discussion Only

Topic	Using Meetings as Strategic Leadership Tools
<b>Rationale</b>	<ul style="list-style-type: none"><li>• Governance is a strategic function. The primary responsibility of any governing board is setting direction by adopting strategic goals to achieve the organization’s vision and mission. The El Dorado County Board of Supervisors is committed to exercising professional and purposeful leadership in ensuring achievement of El Dorado’s County’s long-term goals and objectives.</li></ul>
<b>Protocol</b>	<ul style="list-style-type: none"><li>• The Board of Supervisors will commit time and energy in Board meetings to conduct ongoing strategic discussions regarding implementation and impact of County efforts and programs to accomplish Board adopted strategic goals. The Board will commit to developing deep understanding of major policy issues and address issues with professionalism and respect.</li><li>• Board agendas will be organized around the County priorities and strategic goals. Administrative or County business will be presented, whenever possible, with discussion of potential impact on strategic goals and/or County priorities. Department reports to the Board will be presented, where appropriate, with reference to County strategic goals and priorities.</li></ul>

Topic	Interactions with El Dorado County Staff
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• Successful achievement of the El Dorado County strategic goals and County priorities in large part depends upon the nature of the relationship between the County Board of Supervisors and the El Dorado County staff. The Board values its relationships with County staff. With five independently elected Supervisors, it is essential that there be a well defined, clear process of communication.</li> <li>• Open, clear communication between County staff and the Board of Supervisors is encouraged. However, any direction to county staff may only come by majority vote of the full Board of Supervisors. Individual Supervisors do not have the authority to independently direct or otherwise cause staff to take action.</li> </ul>
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• No individual Supervisor may direct or cause action to be taken by any El Dorado County staff member. Direction to staff may only be mandated by a majority of the Board of Supervisors through formal action. Great care will be taken to assure that suggestions or comments by individual Supervisors not be interpreted as direction to staff.</li> <li>• When appropriate, individual Supervisor meetings with Department Heads may be held and a Supervisor or the Department Head may invite one other Supervisor to attend. No more than two Supervisors may attend any meeting as per the Brown Act. The Chief Administrative Officer shall be notified whenever such meetings occur.</li> <li>• Whenever important countywide information is provided in informal meetings, all such information shall be distributed to the entire Board of Supervisors.</li> </ul>

Topic	Role of Supervisor's Assistants
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• Supervisor's assistants play an important role in the governance of the County. As a member of the Supervisor's team, they perform varied and complex administrative, research, public liaison, and organizational support for members of the Board of Supervisors. The assistant often plays an important role providing two way communication between the Supervisor's office and the County staff.</li> <li>• While they do not have the same authority as an elected County Supervisor, board staff are often viewed as an extension of the board member, and as such, must operate in their specific role and follow the same protocols as the Board of Supervisors, especially those related to communication.</li> </ul>
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• It is the Board of Supervisor's intent that all assistants work together, promoting a culture of sharing information and collaboration. Assistants should be aware of the El Dorado County Governance Handbook and be fully informed on all governance protocols.</li> <li>• Each Supervisor should make every effort to assure that their staff understands the common expectations of the assistant's position. Each assistant's job description should include specific requirements. Each assistant should: <ul style="list-style-type: none"> <li>• Be fully cognizant of the Board's priorities and the strategic goals of the County</li> <li>• Be fully aware of the requirements of the Brown Act</li> <li>• Be fully aware of the governance principles adopted by the Board of Supervisors</li> <li>• Establish a culture of cooperation and collaboration</li> <li>• Work closely with the Clerk of the Board and the Chief Administrative Officer</li> </ul> </li> </ul>

<b>Topic</b>	<b>Self-Monitoring of Board Effectiveness</b>
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• It is important that the governance of El Dorado County be conducted in a highly effective and efficient way. Assurance of consistency and sustainability of effective governance over time requires ongoing vigilance by the County Board of Supervisors. There are two primary ways to accomplish this. First is by assuming collective responsibility by the entire County Board for the quality of governance and second by conducting annual Board governance self assessments.</li> <li>• Conducting an annual self-assessment provides an opportunity to review the effectiveness of Board protocols and to assess the overall effectiveness of the Board.</li> </ul>
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• Collective responsibility requires a commitment from each County Supervisor to establish effective governance as the superordinate operational goal of the Board.</li> <li>• Each Supervisor will agree to uphold and abide by governance protocols adopted by the Board and will work to resolve any problems that might occur in their implementation. Each Supervisor will assume responsibility for the governance effectiveness of the entire Board.</li> <li>• The Board will annually conduct a Board Self-Evaluation.</li> </ul>