

## Roles and Responsibilities

<u>Topic</u>	<u>Role of Elected Department Heads</u>
<u>Rationale</u>	<p><u>Pursuant to the State Constitution the Assessor, District Attorney and Sheriff are elected by registered voters in El Dorado County. Pursuant to the El Dorado County Charter the Auditor, Recorder-Clerk, Treasurer-Tax Collector and Surveyor are also elected by registered voters in El Dorado County.</u></p> <p><u>As a result of their elected status, these officials act, in many ways, outside the direct control of the Board of Supervisors. Rather, like all elected officials, including the Board of Supervisors, they are answerable to the County's voters whom they serve.</u></p> <p><u>Pursuant to El Dorado County Charter, Section 401, Elected Department Heads shall cooperate with the Chief Administrative Officer so that the Chief Administrative Officer may achieve and complete coordination of all county activities.</u></p>
<u>Protocol</u>	<p><u>In the event of a constituent complaint regarding an elected department head or their staff, it is the responsibility of the Elected Department Head to handle that matter as they deem most appropriate and in accordance with federal and state law and County policy. However, each Elected Department Head is required to communicate necessary and relevant information to the Chief Administrative Officer in a timely manner in order to achieve the complete coordination of all county activities.</u></p>

Topic	Role of the Board Chair
Rationale	The Board of Supervisors annually appoints a Chair of the Board. This position is among the most important positions on the Board. It has major impact on both the stability and effectiveness of the Board.
Protocol	<p>The Chair of the Board of Supervisors facilitates the efficient and transparent operation of the Board during Board meetings, and performs a lead role in setting the tone for all interactions among the Board, with staff, and the community. The Board Chair ensures that every Board member has the opportunity to participate in the deliberations, and in most cases is the last to speak on specific issues. The Chair of the Board is charged with preserving order and decorum.</p> <p>The Chair of the Board also:</p> <ul style="list-style-type: none"> <li>• Collaborates with the Clerk of the Board and the CAO on the Board meeting calendar.</li> <li>• In consultation with the CAO, Clerk of the Board and County Counsel, develops Board meeting agendas.</li> <li>• Recommends, with consent of the Board, supervisors to those committees, commissions, agencies, associations, districts, boards, councils or other organizations on which the Board desires representation or which is required by law.</li> <li>• In collaboration with the Director of Planning, the Clerk of the Board and the Clerk of the Planning Commission, sets joint meetings with the Planning Commission, at least once every two years, but more frequently if desired.</li> <li>• Serves as a sounding board for the CAO on matters of significant concern.</li> <li>• Generally serves as primary spokesperson for the Board of Supervisors in collaboration with Department Heads: <ul style="list-style-type: none"> <li>- Press releases and media events</li> <li>- Public events</li> <li>- Correspondence</li> <li>- Exceptions: Emergencies, District-specific events, areas of expertise</li> </ul> </li> <li>• Ensures, for complex and significant topics, talking points are provided to all Board members.</li> <li>• <u>The Board Chair may call a special meeting when he/she determines it is necessary based on consultation with the CAO and County Counsel. In addition, if three or more members of the Board of Supervisors request a special meeting through the CAO on a specific topic, the Board Chair shall honor this request for a meeting, while also noting the majority of the board may discuss and call a special meeting directly.</u></li> <li>• <u>Under no circumstances is the Board Chair, or any Board member, authorized to act or provide direction to staff that is inconsistent with or contrary to prior decisions or prior directions provided by the Board of Supervisors.</u></li> <li>• <u>During a declared emergency, the Board Chair will coordinate with</u></li> </ul>

	<u>the Chief Administrative Officer and the Director of the Office of Emergency Services on all matters related to the emergency.</u>

<b>Topic</b>	<b>Role with Advisory Boards/<u>Committees/Commissions</u></b>
<b>Rationale</b>	<p>The El Dorado County Board of Supervisors has established through policy and county ordinances a number of county advisory committees. Additional committees are required by state law. Advisory committees are established to provide advice and counsel to the entire board and reflect the commitment of the Board of Supervisors to transparency, engagement of community, and high quality, evidence based decision making.</p> <p>Because of their importance, it is essential that advisory committees operate in a highly efficient and professional manner.</p>
<b>Protocol</b>	<p>Because of the importance of the county advisory committees, the following guidelines will be followed:</p> <ul style="list-style-type: none"> <li>• Every advisory committee will receive Brown Act training on an annual basis.</li> <li>• The <u>Board of Supervisors</u> shall <u>periodically</u> <del>be an annual</del> review of the advisory committee's purpose and effectiveness.</li> <li>• Advisory Committees will provide a report to the Board on an <u>semi-</u>annual basis.</li> <li>• Staff will monitor the effectiveness of advisory committees through review of meeting minutes and committee reports.</li> </ul> <p>No more than two supervisors may attend or be appointed to any advisory committee. <u>with the exception of those Advisory Boards, Committees and Commissions in which a Board of Supervisor member is appointed as an active, voting member (e.g., Behavioral Health Commission),</u> Supervisors are observers and <u>should</u> not <del>attempt expected</del> to influence the committees. One member does not speak for the Board unless authorized to do so.</p>

<b>Topic</b>	<b>Board Meeting Agenda Development</b>
<b>Rationale</b>	Critical to effective discussion and deliberation is clarification of the agenda placement process, appropriate placement of items on the board agendas and sufficient time to gather information on the issue <u>so that the Board of</u>

	<p><u>Supervisors can make informed decisions.</u> The major objective of the agenda process is to allow for open deliberation by the Board of Supervisors on all county matters not to be considered in Closed Session. It is important for the agenda development process to be conducted in an orderly, effective manner to ensure transparency and meeting effectiveness.</p>
<p><b>Protocol</b></p>	<p>The Clerk of the Board of Supervisors prepares an agenda for each meeting in collaboration with the Board Chair, Chief Administrative Officer, and County Counsel. The Board of Supervisors' meeting agenda is prepared weekly according to the Board of Supervisors' meeting calendar.</p> <p>An agenda review meeting is typically held on Mondays, 8 days prior to a regular meeting. The Chief Administrative Officer, Board Chair and/or Vice Chair, the Clerk and County Counsel participate in the agenda review meeting. Each Supervisor's Assistant may attend the agenda review meeting at the discretion of the corresponding Supervisor. A draft of each board meeting agenda is discussed at the Agenda Review meeting.</p> <p>The Clerk of the Board publishes the final agenda by close of business the Wednesday before a regular meeting and if necessary, an addendum to that agenda is published by close of business the Friday before the meeting.</p> <p>Board Members may submit items to be added to a given agenda at any time, provided the item(s) are submitted in a timely fashion to be compliant with the Brown Act. (Emphasis on 72 hour requirement for agenda publication.)</p> <p>Supervisors are encouraged to contact the Chief Administrative Officer's office with any technical or detailed questions regarding the agenda prior to the board meeting to ensure adequate information is available if necessary.</p> <p><u>Each agenda item shall include a 'Fiscal Impact' section that identifies the total costs, impact to the General Fund, impact to Net County Cost and if possible the funding source(s) that will be used to cover the costs.</u></p>

Topic	Public Comment During Board Meetings
<p><b>Rationale</b></p>	<p>Board of Supervisors meetings are business meetings of the Board held in public. It is the policy of the Board that public input to the Board is encouraged. The Board is committed to transparency in all of its governance activities. However, it is essential that the Board operate in a consistent and professional manner in order to accomplish the business of El Dorado County <del>as well as be respectful</del><u>respectful of staff time</u>. Consistent with the Ralph M. Brown Act and in order to provide equal treatment to all, the Board may adopt reasonable rules and regulations regarding public input.</p>
<p><b>Protocol</b></p>	<p>Time for public input will be provided at every Board of Supervisors meeting. Individuals will have three minutes to address the Board. <u>During noticed public hearings, individuals authorized by organizations to speak to organizational positions will have three minutes to present organizational positions and perspectives and</u> may request additional time, up to five minutes. <del>At the discretion of the Board, time to speak by any individual may be extended.</del></p> <p>Public comment on certain agenda items designated and approved by the Board may be treated differently within specific time limits per speaker or a limit on the total amount of time designated for public comment. It is the intent of the Board that quasi-jurisdictional matters have additional flexibility depending on the nature of the issue. It is the practice of the Board to allocated 20 minutes for public comment during Open Forum and for each agenda item to be discussed.</p> <p>Individual Board members may ask clarifying questions but will not engage in substantive dialogue with persons providing input to the Board.</p> <p>If a person providing input to the Board creates a disruption by refusing to follow Board guidelines, the Chair of the Board may take the following actions.</p> <p>Step 1. Request the person to adhere to Board guidelines. If the person refuses, the Chair may turn off the speaker's microphone.</p> <p>Step 2. If the disruption continues, the Chair may order a recess of the Board meeting.</p> <p>Step 3. If the disruption continues, the Chair may order the removal of the person from the Board meeting.</p>

<b>Topic</b>	<b>Self-Monitoring of Board Effectiveness</b>
<b>Rationale</b>	<p data-bbox="399 411 1404 636">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 quality of governance and second by conducting annual Board governance self-assessments.</p> <p data-bbox="399 674 1382 768">Conducting an annual self-assessment provides an opportunity to review the effectiveness of Board protocols and to assess the overall effectiveness of the Board.</p>
<b>Protocol</b>	<p data-bbox="399 779 1373 873">Collective responsibility requires a commitment from each County Supervisor to establish effective governance as the overarching goal of the Board.</p> <p data-bbox="399 911 1398 1041">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.</p> <p data-bbox="399 1079 1398 1138">The Board will annually conduct a Board Self-Evaluation, <u>likely in fall of each year, after completion of the budget process.</u></p>