



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

<b>Subject:</b> <b>WRITTEN COMMUNICATIONS TO BOARD FROM NON-COUNTY AGENCIES &amp; INDIVIDUALS</b>	<b>Policy Number</b> H-1	<b>Page Number:</b> 1 of 2
	<b>Date Adopted:</b> 12/22/1987	<b>Revised Date:</b>

**BACKGROUND:**

The Board of Supervisors receives many requests from individuals, agencies, and organizations requesting that the County take action on a wide range of complex issues. In order to have sufficient information to properly respond to these requests, the Board requires the input and analysis of the County's staff.

**POLICY:**

Requests for action by the Board of Supervisors from agencies and individuals outside of county government shall be referred to the appropriate County Department for analysis and report before being placed on the Board's agenda. County departments will be expected to file a response to such referral with the Board Clerk within five (5) working days. The original request will then be placed on the Board's next agenda whether or not a departmental response is received, unless otherwise directed by the Chairperson of the Board, or the Chief Administrative Officer.

**PROCEDURE:**

1. All written communications addressed to the Board of Supervisors will be reviewed by the Clerk of the Board to determine whether action is being requested of the Board, or whether the communications are for the Board's information. The Board Clerk may consult with the Board of supervisors Chairperson, the County Counsel, or the chief Administrative Officer in determining whether a communication shall be placed on the Board's agenda or considered an information item.
2. Items Requesting Action



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- a. The Board Clerk shall forward copies of items requesting action to the appropriate departmental(s) with a request for a written analysis and recommendation.
- b. Departments shall be provided five (5) working days to prepare a response and submit it to the Board Office. Departmental responses shall include one original and ten (10) photocopies.

3. Items for Information Only

Items which are deemed to be for the Board's information shall be circulated to each Board member, or if multiple copies have been supplied to the Board Clerk, individual copies shall be distributed to each Board member.

**Primary Department:** Board Clerk

**References:** None