



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: DEVELOPMENT AND DISTRIBUTION OF BOARD OF SUPERVISORS POLICIES	Policy Number: A-1	Page Number 1 of 4
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I. PURPOSE

The purpose of this policy is to:

- A. Establish a formalized process for the development, review, approval, and distribution of policies adopted by the Board of Supervisors to guide the administrative functions of County departments.
- B. Ensure prompt distribution of policies throughout the County system to County department heads and officials as designated.
- C. Establish a system for periodic review and revision of adopted policies.

II. POLICY

- A. All policies proposed to be submitted to the Board for adoption shall be reviewed prior to submittal by subject matter experts appropriate for the particular policy and appointed by the Chief Administrative Officer. Subject matter experts may include, for example, a member of the Board of Supervisors, representatives from County Counsel, the Auditor-Controller's Office, Human Resources, or a specialist from the primarily affected department.
- B. All proposed policies shall be well organized, up to date, clearly written, and consistent with the basic framework set forth in Policy A-2, Policy Writing Guidelines.
- C. All adopted policies shall be periodically reviewed to assure relevance, timeliness, and accuracy. To ensure that this review occurs, all policies must contain a sunset date approved by the Board.
- D. Detailed procedures implementing policies adopted by the Board shall be issued as a directive by the Chief Administrative Officer and maintained within an Administrative Procedures Manual.



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- E. The Clerk of the Board shall be responsible for the organization of the Board of Supervisors Policy Manual as well as the distribution and timely review of all policies. The Chief Administrative Officer shall be responsible for the organization of the Administrative Procedures Manual as well as the distribution and timely review of all procedures to implement the adopted policies.

III. PROCEDURE

- A. When the Board of Supervisors desires to establish a new County policy on its own initiative, the Chief Administrative Office will notify the responsible department of the Board's action. The responsible department will draft the proposed policy, which must be approved by the department head, and submit the draft to the Chief Administrative Officer, accompanied by additional documentation such as a draft Board letter or previous policy statement. The responsible department shall ensure that the draft policy conforms to the standardized policy format and contains a recommended sunset date of no more than four years. The Chief Administrative Officer shall convene a group of subject matter experts relevant to the particular policy to review and comment upon the proposed draft. A representative of the responsible department is required to attend the subject matter meeting(s) in order to answer any questions.
1. The group of subject matter experts may approve the proposed policy, or may send it back to the drafting department for further changes.
 2. Upon approval of the draft, the group of subject matter experts may direct the department to submit the policy to the Board of Supervisors. Prior to consideration by the Board of Supervisors, the Clerk of the Board will ensure the proposed policy is in the correct format and make any non-substantive changes as needed, including assigning a policy number and sunset review date.
 - (a) If the Board adopts the proposed policy, the Clerk of the Board notifies County departments of the Board's action and posts the policy with the new sunset review date on the County web site.



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- (b) If the Board recommends changes to the proposed policy, the Clerk of the Board will notify the responsible department. The responsible department will redraft the policy based on the Board's direction and submit the draft, with the department head's approval, to the Chief Administrative Office for processing in the manner described in this policy.
- (c) If the Board repeals a policy, the Clerk of the Board will notify County departments of the Board's action and delete the policy from the County web site.

B. When a department has developed a policy recommendation on its own initiative and is seeking the Board's approval of the policy, the department will develop a draft policy and submit it to the Chief Administrative Office. The proposal shall be reviewed according to the procedures set forth under Section A above.

C. The Clerk of the Board is responsible for ensuring a timely update to the Board policies included in this Policy Manual. A standard four-year sunset review date will be applied unless otherwise approved by the Board.

1. Three months prior to the sunset review date contained in a policy, the Clerk of the Board will send notice of the required sunset review to the responsible department, with a copy to the Chief Administrative Office. The notice will contain a deadline of six (6) weeks from the date of the notice for the responsible department to submit a recommendation and, where applicable, a revised draft policy to Chief Administrative Office for consideration.
2. The responsible department will submit a recommendation (extend the policy currently in effect, amend the policy, or delete the policy), with the department head's approval, to the Chief Administrative Office, who will process the recommendation following the procedures set forth in Section A above.

IV. REFERENCES

None

V. RESPONSIBLE DEPARTMENT

Clerk of the Board of Supervisors
Chief Administrative Office



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VI. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date: 3/31/1987

Sunset Review Date: N/A

Revision Date: 6/24/2014

Sunset Review Date: 6/23/2018

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