



COUNTY OF EL DORADO, CALIFORNIA

BOARD OF SUPERVISORS POLICY

Subject: BUSINESS CARDS FOR MEMBERS OF BOARDS, COMMITTEES, AND COMMISSIONS	Policy Number: I-1	Page Number: 1 of 3
	Originally Adopted: 09/10/19	Last Revised Date: 09/10/19 01/28/2020

I. PURPOSE

The purpose of this policy is to set forth a procedure for the provision of County business cards for members of boards, committees, and commissions, hereafter "committees." All County business cards pursuant to this policy shall be used for official purposes only.

II. POLICY

- A. County business cards provided to committee members shall use the standardized format shown in Exhibit A of this policy.
- B. Members of a committee interested in obtaining a business card shall make a formal request on a form authorized by the Board of Supervisors (BOS) and administered by the Office of the Clerk of the Board. The Clerk of the Board may make minor typographical or formatting corrections on the form and business card template as needed.

At a minimum, the request form shall include space for;

- 1. The members' first and last name, an email address or telephone number where they can be reached.
 - 2. A narrative describing the reason(s) for the request and proposed use of the business card.
 - 3. A provision for a requesting member to acknowledge that they have read this policy and agree to the appropriate use of a County business card described on the form.
 - 4. Any legal provisions that may be applicable or appropriate.
- C. The request form shall be completed by the requesting member and provided to the Office of the Clerk of the Board by email to edc.cob@edcgov.us, in person, or by US Mail to the Board of Supervisors Department, 330 Fair Lane, Placerville, CA 95667. Please allow up to three (3) business days for processing.
 - D. A new form is required for each request for business cards and members are limited to two requests per calendar year (January 1 – December 31).

E. Upon confirmation by the Office of the Clerk of the requesting members' active status, the member shall be provided up to 50 generic business cards per request.

F. Department Heads may provide written authorization to the Office of the Clerk of the Board to order individual business cards for members of the Departments' committees. The Office of the Clerk of the Board will order the business cards for the Department and the Department will be responsible for the direct costs associated with the purchase of the business cards.



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E.G. Recipient members must pick up their allotment of business cards at the Office of the Clerk of the Board during normal business hours at the address shown in section II(C) of this policy. Business cards will not be mailed or otherwise delivered. In the event the member is not able to pick up the business cards, the member must provide the name of the person picking up the cards to the Office of the Clerk of the Board at least 24 hours in advance by emailing edc.cob@edcgov.us or calling 530-621-5390 during normal business hours.

F.H. Pursuant to this policy, committee members are **prohibited** from:

1. Printing, duplicating, or otherwise creating business cards.
2. Defacing, redacting, or otherwise modifying the pre-printed text on the business card.
3. Using or distributing the business card for personal or professional gain, financial gain, government discount or similar purpose.
4. Using or distributing the business card in an attempt to gain entry to a secured area, facility, or similar purpose.
5. Utilizing, presenting, or otherwise distributing a business card in a manner that suggests, or may be perceived, that the member has any authority to speak on behalf of the County, its employees, any committee, any person or entity who conducts official business with the County, and others as may be applicable.

III. REFERENCES

None

IV. RESPONSIBLE DEPARTMENT(S)


Board of Supervisors (Office of the Clerk of the Board)

V. DATES (ADOPTED, REVISED, NEXT REVIEW)

Originally Adopted:	09/10/19		
Last Revision:	09/10/19 <u>01/28/2020</u>	Next Review:	09/10/23

EXHIBIT A
BOARD OF SUPERVISORS POLICY I-1

Business Card Template for Boards, Committees, and Commissions

County of El Dorado	
	<hr/> Board, Committee, or Commission Name
	<hr/> Member Name
	<hr/> Telephone / Email
<p>This card is provided to the member named above by the County of El Dorado in accordance with Board of Supervisors Policy I-1. Use of this card is for official County business limited to the scope and purpose of the board, committee, or commission identified above. Carriers of this card are not employees of the County of El Dorado and use of this card is for information sharing purposes only. Call the Office of the Clerk of the Board at 530-621-5390 with any questions or concerns regarding the use of this card.</p>	