



## Legislation Details (With Text)

**File #:** 22-1982      **Version:** 2

**Type:** Agenda Item      **Status:** Approved

**File created:** 10/20/2022      **In control:** Board of Supervisors

**On agenda:** 12/13/2022      **Final action:** 12/13/2022

**Title:** Clerk of the Board recommending the Board adopt the El Dorado County Board, Committee and Commission Handbook. (Cont. 11/8/2022, Item 11)

FUNDING: N/A

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A2 - Revised BOS - Redlined Committee, Commission & Board Handbook Revised 11-8-2022.pdf, 2. B2 - Revised BOS - Clean Version Committee, Commission & Board Handbook Revised 11-8-2022.pdf, 3. A - BOS - Redlined Committee, Commission & Board Handbook Revised 2022 (3).pdf, 4. B - BOS - Clean Committee, Commission & Board Handbook Revised 2022 (3) (1).pdf

Date	Ver.	Action By	Action	Result
12/13/2022	2	Board of Supervisors	Approved	Pass
11/8/2022	1	Board of Supervisors	Continued	Pass

Clerk of the Board recommending the Board adopt the El Dorado County Board, Committee and Commission Handbook. (Cont. 11/8/2022, Item 11)

**FUNDING:** N/A

**DISCUSSION / BACKGROUND**

With the addition of staff to support the County’s Boards, Committees and Commissions, it became apparent that the current Handbook needed to be updated. Staff proceeded to update the Handbook and County Counsel was asked to review and provide input, which was incorporated into the attached Handbook.

It is important for the County to have a resource and tool to assist with the effective and efficient conducting of meetings, especially with conducting meetings in a hybrid format. The Handbook primarily addresses the responsibilities of the Members, duties of the Chair and Vice Chair, interactions with staff and the Brown Act. The Handbook can be used as a reference for Members to assist with their advisory role as a Member of a County Board, Committee or Commission and the significance of how they represent the Board of Supervisors in the community.

**ALTERNATIVES**

The Board may modify the proposed Board, Committee and Commission Handbook or not adopt the Handbook in its entirety.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

All Departments supporting El Dorado County Boards, Committees and Commissions.

**CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

**FINANCIAL IMPACT**

There is no financial impact associated with this item.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

The Clerk will notify all Departments of the new Handbook and post it to the Board of Supervisors webpage.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

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