



# 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 3
	Originally Adopted: 06/24/2014	Last Revised Date: 04/04/2023

### I. PURPOSE

The purpose of this policy is to:

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

### II. POLICY

- A. All proposed policies to be submitted to the Board for adoption may be reviewed prior to submittal by subject matter experts appropriate for the particular policy and shall be reviewed by County Department Heads and by the respective department CAO liaison. Subject matter experts may include 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 new and amended policies shall be distributed to County Department Heads for review and comment prior to consideration by the Board.
- C. All proposed policies shall be submitted to County Counsel for legal review prior to being considered by the Board.
- D. 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.
- E. All adopted policies shall be periodically reviewed to assure relevance, timeliness, and accuracy. To ensure that this review occurs, all policies must contain a date for the next review, generally not less than 4 years from the date the policy or update thereto was last approved by the Board.
- F. When necessary, detailed procedures for implementing policies adopted by the Board shall be issued as administrative direction by the Chief Administrative Officer.
- G. The Clerk of the Board shall be responsible for the organization of the Board of Supervisors Policy Manual, and maintenance of all approved policies on the corresponding Board webpage.



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### III. PROCEDURE

#### BOARD INITIATED POLICIES

A. When the Board of Supervisors provides direction to establish a new County policy on its own initiative, the Clerk of the Board will notify the responsible department of the Board's action and post in the assignment tracking system. 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, or designee, accompanied by additional documentation such as a draft Board agenda item and/or previous policy document. The responsible department shall ensure that the draft policy conforms to the standardized policy format and contains a recommended review date of no more than four years.

1. Upon review and approval of the draft, the policy will be distributed to Department Heads for final comment and to County Counsel for legal review.
2. 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 next review date.
  - (a) If the Board adopts the proposed policy, the Clerk of the Board shall notify County departments of the Board's action and post the policy with the new review date on the County web site.
  - (b) If the Board recommends changes to the proposed policy, 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 review.
  - (c) The responsible Department will then continue with processing in the manner described in this policy.
  - (d) If the Board repeals a policy, the Clerk of the Board will notify County departments of the Board's action and remove the policy from the County web site.



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### DEPARTMENT INITIATED POLICIES

- 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 then be reviewed and approved according to the procedures set forth under Section III. A. above.
  
- C. The Clerk of the Board is responsible for monitoring timely updates to Board policies. A standard four-year review date will be applied unless otherwise recommended by a responsible department and approved by the Board.
  - 1. Three months prior to the review date contained in a policy, the Clerk of the Board will send notice of the required review to the responsible department, with a copy to the Chief Administrative Office. The notice will contain a target completion date of eight (8) weeks from the date of the notice for the responsible department to submit a recommendation and, where applicable, a revised draft policy to the Chief Administrative Office for consideration.
  
  - 2. The responsible department will process the recommendation following the procedures set forth in Section III. A. above.

### IV. REFERENCES

Board Policy A-2 Guidelines for Writing Board of Supervisors Policies

### V. RESPONSIBLE DEPARTMENT

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

### VI. DATES (ADOPTED, REVISED, NEXT REVIEW):

<b>Originally Adoption:</b>	03/31/1987		
<b>Last Revision:</b>	04/04/2023	<b>Next Review:</b>	04/04/2027