



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject: <b>BOARDS, COMMISSIONS, &amp; COMMITTEES –          MINUTES OF MEETINGS</b>	Policy Number: <p style="text-align: center;">I-2</p>	Page Number: <p style="text-align: center;">1 of 1</p>
	Date Adopted: <b>12/22/1987</b>	Revised Date: <b>11/9/2021</b>

### I. PURPOSE

The Board of Supervisors appoints members of the public and county staff to serve on ongoing boards, commissions and committees. There is a need for the Board to be able to monitor the actions and activities of the boards, commissions and committees, as a whole.

### II. POLICY

Boards, commissions and committees which are formed by and report directly to the Board of Supervisors shall file with the Clerk of the Board of Supervisors (or designee) action or summary minutes of their meetings. The intent of this policy is to keep Board members informed regarding the progress of various boards, commissions and committees. This policy shall not apply to Ad Hoc Committees.

### III. PROCEDURE

The minutes shall indicate the date, time and location of the meeting; list the names of the members present to include voting members and non-voting members (if applicable); list the items on the agenda and clearly demonstrate any action(s) taken and results of every vote. The minutes should be concise and may be in outline form.

Copies of minutes shall be sent to each of the members of the Board of Supervisors and the office of the Clerk of the Board within 30 calendar days after formal approval of the minutes by the appointed board, commission or committee. The minutes may be delivered to the parties listed above by electronic mail or by providing six (6) copies by US Mail or in person at the Board of Supervisors Department for distribution.

### IV. REFERENCES

None

### V. RESPONSIBLE DEPARTMENT

Board of Supervisors (Clerk of the Board)

### VI. DATES ISSUED AND REVISED; SUNSET DATES:

<b>Issue Date:</b>	12/22/1987	<b>Sunset Review Date:</b>	N/A
<b>Revision Date:</b>	11/9/2021	<b>Sunset Review Date:</b>	11/9/2025