

1.0 INTRODUCTION

1.1 STATEMENT OF PURPOSE (Adopted 6-13-95)

The Santa Clara County Board of Supervisors directed the preparation of this manual for the purpose of articulating ethical standards and administrative policies that the Board has adopted. The policies in this manual guide the Board in its conduct and interaction with the public, various County commissions and committees, and persons and entities that may do business with the County. Officials and employees who conduct the business of the County are acting on behalf of the Board of Supervisors and are so directed to abide by the policies in this manual.

These policies were adopted pursuant to the authority that is vested in the Board of Supervisors by the Constitution, State codes, and the County Charter. The manual is not set by ordinance, nor is it legally binding. The Board reserves the right and may opt to vary from one or more of the policies in this manual when and if the Board deems such action necessary and in the best interests of the County.

The Clerk of the Board of Supervisors is responsible for maintaining and distributing copies of this manual at the direction of the Board of Supervisors. Inquiries regarding the content, maintenance, modification, and distribution of the manual shall be directed to the Clerk of the Board of Supervisors.

Policy Resolution No. 95-01

WHEREAS, the Board of Supervisors wishes to give direction and set policy for such matters which, pursuant to the County Charter, State Code or specific ordinances, are within the policy-making authority of the Board of Supervisors; and

WHEREAS, the Board of Supervisors wishes to clearly state and compile policies and to provide for distribution of these policies to staff and affected decision makers; and

WHEREAS, this Policy Manual is not set by ordinance, is not legally binding, can be changed by adoption of a resolution approved by a majority of the Board of Supervisors, and is intended to give guidance to staff and future Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors does hereby formally adopt or ratify those policies contained in the proposed Policy Manual; and

BE IT FURTHER RESOLVED that the Clerk of the Board is responsible for maintaining, updating and distributing copies of said Policy Manual when additions, deletions or modifications are adopted by Resolution of the Board of Supervisors.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, on June 13, 1995, by the following vote:

AYES: Supervisors - Alvarado, Beall, Gonzales, Honda (Chairperson), McKenna

NOES: Supervisors - None

ABSENT: Supervisors - None

1.2 PROCESS TO ADD, AMEND OR DELETE A BOARD POLICY (Adopted 6-13-95; Amended 5-15-97)

1.2.1 Origination of Policy

- (A) Members of the Board of Supervisors, County Executive, elected officials, department heads and County boards and commissions may originate policy proposals to the Board of Supervisors for its formal consideration.
- (B) Preparation of policy items for consideration are the responsibility of the initiating office and will be submitted through the approved process to be placed on the Board of Supervisors' agenda.
- (C) Members of the public, officials from other governmental agencies and other governmental entities may originate policy proposals for submittal to the Board of Supervisors for their formal consideration.
- (D) Proposals from members of the public, officials from other governmental agencies and other governmental entities are to be submitted to the Clerk of the Board of Supervisors for placement on the Board of Supervisors' agenda for its consideration.
- (E) Pursuant to the Rules of the Board of Supervisors, the Clerk of the Board may withhold placement of any matter on the agenda that s/he deems inappropriate for scheduling purposes, lack of sufficient information or in need of staff review and report prior to Board consideration.
- (F) All policy proposals will be placed on the agenda in a resolution format as approved by County Counsel.
- (G) Board action related to policy proposals will be communicated to the originator of the proposal and if the policy is adopted, will be duplicated and distributed to holders of copies of the manual.
- (H) As required, the Clerk of the Board shall update the Table of Contents.

1.2.2 Amending or Deleting Policies

- (A) All additions, deletions or amendments of Board policies must be approved by the Board as-a-whole at a regular or special meeting of the Board of Supervisors.
- (B) Policy additions, deletions or amendments must be approved by formal resolution of the Board as illustrated in (G) below.
- (C) Exceptions to the requirement of a resolution format may be made for reports, etc., that are determined, by the Board of Supervisors, to be included in this manual.

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- (D) The Clerk of the Board will be responsible for maintaining and printing the Board Policy Manual and all changes and updates. The Clerk shall maintain an accurate and fully updated control copy of the Board Policy Manual at all times. The Clerk shall make available to the County Executive sufficient copies of the Policy Manual and all changes and updates once adopted by the Board of Supervisors.
- (E) The County Executive shall be responsible for disseminating Board policies to all departments through their duly elected/appointed department head. To do this the County Executive will schedule all newly adopted changes to policies for review and discussion at the next regularly scheduled Department Head Meeting. The County Executive will maintain a controlled distribution list for tracking the distribution of the Board of Supervisors' Policy Manual.
- (F) Once disseminated by the County Executive, Departments will be responsible for training departmental personnel in the proper implementation of Board Policy. If special training is required, the County Executive will work with the Employee Services Agency and the effected departments to develop and provide special training.
- (G) Format for Policy Resolution:

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POLICY RESOLUTION NO. _____ *

relating to

[insert subject]

WHEREAS, the Board of Supervisors wishes to give direction and set policy for such matters for which the responsibility of decision is placed on them by virtue of State codes, County Charter or specific ordinances and resolutions or relates to their broad policy-making authority to matters regarding Santa Clara County; and

WHEREAS, the Board of Supervisors wishes to clearly state and compile policies and to provide for distribution of these policies to affected decision makers; and,

WHEREAS, the Policy Manual is not set by ordinance, is not legally binding, and can be changed by adoption of a resolution approved by a majority of the Board of Supervisors and is intended to give guidance to staff and future Boards of Supervisors;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors' Policy Manual is hereby amended by adoption of this resolution to **[add/delete/amend]** Section **[#]** as follows:

[Insert Policy Change here]

PASSED AND ADOPTED...

* Policy Resolution Number to be issued by the Clerk of the Board upon agendaing matter for Board consideration.

1.3 PURCHASE OF BOARD POLICY MANUAL (Adopted 6-13-95)

A copy of this Policy Manual may be purchased for a fee as set forth pursuant to Resolution adopted by the Board of Supervisors:

Resolution No. 95-02 - Authorizing Distribution and Sale of Board of Supervisors' Policy Manual and Setting Fee Thereof

WHEREAS, the Board of Supervisors has adopted a Policy Manual to give direction and set policy; and

WHEREAS, incorporated cities, other governmental agencies and members of the general public desire to receive a copy of the manual; and

WHEREAS, GOVERNMENT CODE SECTION 60018 authorizes a governmental entity to charge a reasonable fee for the cost to provide services;

NOW, THEREFORE, BE IT RESOLVED, that a copy of the Board of Supervisors' Policy Manual is available free to all incorporated cities within the boundaries of Santa Clara County, free to other governmental agencies upon written request and with approval of the Clerk of the Board, and available to the public at a fee of \$15 to reflect the cost of printing, supplies and labor to maintain, update and assemble said Policy Manual. The Clerk of the Board may increase the fee to reflect increases in costs for the Policy Manual.

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