



Policy Type: Board

Category: Board Operations

Policy Name: Policy on Time Certain Reports Back to the Board After Referral Has Been Made - Board Policy 3.28

[← Previous Policy Manual Section](#)

[Next Policy Manual Section →](#)

3.28 POLICY ON TIME CERTAIN FOR REPORTS BACK TO THE BOARD AFTER REFERRAL HAS BEEN MADE (Amended 12-17-02; Amended 3-23-04)

A Board referral is any request for information made by a majority vote of the Board of Supervisors and referred to a County Department or Agency for report back. A referral can also be made by a Board Committee, and the report back to that committee will be subject to the same time constraints outlined in this policy.

Unless otherwise specified in a referral to staff made by the Board of Supervisors or Board Committee, reports back to the Board of Supervisors or its standing Committees shall be due on the Board or Committee agenda within 45 days from the date of the referral, or the next Board/Committee meeting date after the 45 days. Upon completion, the Department or Agency will submit a report back to the originating body through the transmittal process, or if originally specified, an off-agenda report to the members of the Board/Committee, the Clerk of the Board and the County Executive.

If a Department or Agency responding to the referral discovers that it cannot meet a report back deadline, an off-agenda extension request shall be sent to the Board or Board Committee, the Clerk of the Board, and the County Executive by the referral due date. The request shall state the



County of Santa Clara

Policy Name: Policy on Time Certain Reports Back to the Board After Referral
Has Been Made - Board Policy 3.28
Page 2 of 3

amount of time, the amount of work and a description of the effort required to respond to the referral. After reviewing the off-agenda extension request, any Board member may direct the Department or Agency to prepare a transmittal to agendize the referral on the next available Board or Committee meeting for discussion and to make a decision as to the appropriate handling of the referral. Possible decisions by the Board or Committee include, but are not limited to, adjusting the scope of the referral by limiting the work to be done, or determining relative time priority or referral priority compared to other referrals that may be pending.

The Board Referral Matrix will be used to keep the Board of Supervisors updated on the status and progress being made on all pending referrals.

Any referral originated by a Board Committee must be reported to the Board as part of the Committee report agendized at each Board meeting.

This policy does not apply to Board Budget letters. This policy shall not prevent an individual Board member from requesting verbal or written information that may require minor staff time, or is already contained in reports already prepared by the Department consistent with the Department's work program or normal work process.

Related Policies

None.

Related Forms and Information

- March 9, 2018 Memorandum - Board of Supervisors Referral Process - [\[url\]/sites/policies/FormsrelatedtoPolicies/Memo-BOS-Referral-Process-030918.pdf](#)



County of Santa Clara

Policy Name: Policy on Time Certain Reports Back to the Board After Referral
Has Been Made - Board Policy 3.28
Page 3 of 3

History

Date	Changes Made
1/24/2014	Policy Uploaded. (John Myers)
3/23/2004	Policy Amended. View legislative file.
12/17/2002	Policy Amended. View legislative file.