



**Policy Type:** Board

**Category:** Board Operations    **Sub-Category:** Advisory Boards and Commissions

**Policy Name:** Developing and Producing Information for the Public Regarding Boards and Commissions - Board Policy 3.41

[← Previous Policy Manual Section](#)

[Next Policy Manual Section →](#)

**3.41 DEVELOPING AND PRODUCING INFORMATION FOR THE PUBLIC REGARDING BOARDS AND COMMISSIONS (Adopted 11-15-05; Amended 12-12-06)**

- (A) Boards and Commissions may develop or produce informational and educational materials for distribution in hard copy or for inclusion on the County web site, relating to their roles, responsibilities and meeting information. Material and information shall be in compliance with enabling legislation, State statutes and local Ordinance Codes, the Boards and Commissions Handbook, County Board and Administrative Policies and Board direction.
- (B) Informational and educational information may be distributed in the form of handouts, brochures, fact sheets, and any other pamphlet or booklet as well as on the County website so long as the distribution is cost-sensitive and complies with Board policy.
- (C) Information included in the material or on the County website must be informational-only and related to the work of the board or commission as identified in the Santa Clara County Ordinance Code, other enabling legislation, the Board action which established the Body, or as a result of a specific Board of Supervisors' referral. The



## County of Santa Clara

Policy Name: Developing and Producing Information for the Public Regarding  
Boards and Commissions - Board Policy 3.41

Page 2 of 5

information shall not be for the purpose of advocating or promoting (for or against) a position or fundraising unless specifically authorized by enabling legislation or an act by the Board of Supervisors. The Sister County Commissions may engage in revenue producing activities that directly support the purpose of the Commission. A board or commission may request additional information be included on hardcopy materials or on the County website subject to availability of funding and approval by County Administration.

- (D) Basic information to be included on all material and the County website must include: The name of the Body, a date the material is created (hardcopy materials only), a concise description of the role and/or purpose of the board or commission, appropriate contact information, the County website address (hardcopy materials only) and the County Seal. All information is subject to approval by County Administration.
- (E) The following shall apply to producing hardcopy informational materials:
  - (1) Reasonable costs for producing informational material shall be at the expense of the County within the budgetary parameters established by the Board of Supervisors and the County Executive and limited to the amount of funding available in the budget of the Clerk of the Board of Supervisors for such expenditure.
  - (2) All documents will be printed using County resources to assure standardized paper stock, binding, and print size.
  - (3) The Clerk of the Board of Supervisors or designee will work in concert with the chair or designee(s) of each board or



## County of Santa Clara

Policy Name: Developing and Producing Information for the Public Regarding  
Boards and Commissions - Board Policy 3.41

Page 3 of 5

commission, except for the Sister County Commissions, during the development of the informational or educational material. The Office of Public Affairs will work with the Sister County Commissions or designee, during the development of educational or informational material.

- (4) A majority of the entire membership of the board or commission must review the draft document and take action to request the production of informational or educational material at a regular meeting properly noticed by the Clerk of the Board of Supervisors.
  - (5) Matters of conflict or disagreement which cannot be resolved at the administrative level shall be forwarded to the Board of Supervisors for final decision as to the appropriateness for production and distribution.
  - (6) Copies of boards' and commissions' informational material will be retained by the Clerk of the Board of Supervisors.
- (F) The following shall apply to producing County board or commission websites and the content contained on the website:
- (1) It is the policy of the Board of Supervisors that all board and commission websites are hosted on the County's website, [www.sccgov.org](http://www.sccgov.org) in accordance with the policies and guidelines approved by the Board of Supervisors.
  - (2) The Clerk of the Board of Supervisors and the Information Services Department shall provide and maintain a hosting process for advisory board and commission websites. This hosting process will include templates, guidelines and



## County of Santa Clara

Policy Name: Developing and Producing Information for the Public Regarding  
Boards and Commissions - Board Policy 3.41

Page 4 of 5

procedures as well as the hardware, software and network infrastructure necessary for maintaining websites.

- (3) Board and commission website content may be maintained, in compliance with the content hosting process, by County Departments other than the Clerk of the Board of Supervisors or the Information Services Department.
  - (4) Boards and commissions must comply with the existing County policies relating to the online information privacy, security, links, acceptable use and the County "look and feel."
- (G) This policy applies to all County boards and commissions except those who are an independent legal entity separate from the County of Santa Clara.

### Related Policies

None.

### Related Forms and Information

- May 19, 2015 – Board of Supervisors' Approval of Fundraising By the Commission on the Status of Women and the Domestic Violence Council for Annual Events -  
[http://sccgov.iqm2.com/Citizens/Detail\\_LegiFile.aspx?ID=75897](http://sccgov.iqm2.com/Citizens/Detail_LegiFile.aspx?ID=75897)

### History

Date	Changes Made
1/29/2014	Policy Uploaded. (John Myers)
12/12/2006	Policy Amended. <a href="#">View legislative file.</a>



## County of Santa Clara

Policy Name: Developing and Producing Information for the Public Regarding  
Boards and Commissions - Board Policy 3.41  
Page 5 of 5

11/15/2005	Policy Adopted. <a href="#">View legislative file.</a>
------------	--