



**Policy Type:** Board

**Category:** Administrative Practices

**Policy Name:** Legislative Committee Procedures - Board Policy 6.2

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## **6.2 LEGISLATIVE COMMITTEE PROCEDURES (Adopted May, 1997; Amended 2-26-13; Amended 1-14-14)**

*The Board adopted Resolution No. BOS-2013-26, suspending appointments to the Legislative Committee. This continues in effect until the Board directs otherwise. Legislative matters shall be referred to the other five Board Policy Committees for recommendations on support/oppose positions to the full Board, or to the full Board directly, depending on the subject matter of the legislation.*

The existing policy of the Board of Supervisors requires formal approval by the Legislative Committee and the Board of Supervisors on any pertinent state or federal legislative issue. Board members, Agency and Department heads, and County Boards and Commissions may submit an issue or piece of legislation for consideration by the Legislative Committee and Board.

If an issue fits within the priorities laid out in the Board of Supervisors Legislative Priorities Document, then Board approval is not necessary. However, the Board will be kept apprised of action taken via copies of all correspondence sent.

Issues other than legislative which involve a local, state or federal government body should also be brought before the Legislative Committee for approval.



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The procedures for referring legislation and other intergovernmental issues to the Legislative Committee are as follows:

- The Legislative Committee meets the first and third Fridays of each month.
- The Deputy County Executive must receive any requests for items to be included on the agenda and pertinent background information a minimum of 10 work days before the Legislative Committee meeting. For time-sensitive issues, the '10 day' guideline for referrals can be waived. Board members, Agency and Department heads, and Boards and Commissions may all refer items to the Legislative Committee.
- The Deputy County Executive will review legislative issues and make recommendations to the Committee.
- The Chair of the Legislative Committee will approve the Committee meeting agendas.
- When appropriate and time permits, legislation will be forwarded to the various Board policy committees for review.
- The Committee will review the issue and make a recommendation on a position to the Board. Generally, Legislative Committee recommendations will be placed on the agenda of the next Board meeting.
- If immediate action is required, accommodations can be made to get the issue before the Legislative Committee outside of the normal timeframe.
- In an urgent situation, actions taken by the Legislative Committee may be acted upon before the item receives approval by the full Board.



Use of Official Positions:

- Once a position is taken by the Board, staff tracks each bill through the legislative process.
- When appropriate, county representatives will testify or meet with legislators to advocate on behalf of the county.
- Correspondence is sent to appropriate legislators and other officials at each stage of the legislative process. Copies of all correspondence are sent to the Board of Supervisors. In addition, staff will frequently update the Board on the status of all pending legislation.

**Related Policies**

None.

**Related Forms and Information**

None.

**History**

Date	Changes Made
3/19/2014	Policy Uploaded. (Kyle Larson)
1/14/2014	Policy Amended. <a href="#">View legislative file.</a>
2/26/2013	Policy Amended. <a href="#">View legislative file.</a>
5/1997	Policy Adopted.