



**Policy Type:** Board

**Category:** Board Operations

**Policy Name:** Process to Add, Amend or Delete a Board Policy - Board Policy 1.2

[← Previous Policy Manual Section](#)

[Next Policy Manual Section →](#)

## **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.



## County of Santa Clara

Policy Name: Process to Add, Amend or Delete a Board Policy - Board Policy

1.2

Page 2 of 5

- (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.
- (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 of Santa Clara

Policy Name: Process to Add, Amend or Delete a Board Policy - Board Policy

1.2

Page 3 of 5

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:

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



## County of Santa Clara

Policy Name: Process to Add, Amend or Delete a Board Policy - Board Policy

1.2

Page 4 of 5

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 agendaizing matter for Board consideration.

### **Related Policies**

None.



## County of Santa Clara

Policy Name: Process to Add, Amend or Delete a Board Policy - Board Policy

1.2

Page 5 of 5

### Related Forms and Information

None.

### History

Date	Changes Made
2/18/2014	Policy Uploaded. (John Myers)
5/15/1997	Policy Amended.
6/13/1995	Policy Adopted.