

# County of Monterey Board Policy Manual

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## **I. Purpose**

- a. To compile policies and related documents of the Board of Supervisors in a central repository.
- b. To provide for the distribution of these policies to all concerned.
- c. To establish procedures for preparation, distribution, and maintenance of the Board policies and the Board Policy Manual.

## **II. Background**

- a. The Board of Supervisors of the County of Monterey are charged with the responsibility of establishing policy to guide the various functions of the County, and where necessary, to establish procedures by which functions are performed. Regulatory policies established by the Board of Supervisors usually are adopted by ordinance and included in the County Code of Regulatory Ordinances. A group of policies are also established which by their nature do not require adoption by ordinance. These policies adopted by resolution or statement of action of the Board need to be consolidated in a central repository for Non-Codified County Policies. The central repository will be known as the Monterey County Board Policy Manual, the short title of which shall be the Board Policy Manual.
- b. It is the policy of the Board of Supervisors that:
  - i. The Board policies set forth in this manual are general in nature and are not intended as rigid rules or regulations from which there may be no deviation. The Board of Supervisors may at any time change, modify, or revoke any policy when it determines that in that case it would not in the public interest that such policy be followed.

## **III. Policy**

It is the policy of the County that:

- a. There is hereby established a Board of Supervisors Board Policy Manual, short titled, Board Policy Manual, which shall contain all non-codified County policies and/or guidelines which is adopted by resolution or policy statement of the Board of Supervisors.
- b. Generally, policy statements in the Board Policy Manual will include only such matters which the responsibility of decisions is placed in the Board of Supervisors by virtue of the State Codes, Administrative Code, or specific ordinances and resolutions.

- c. Henceforth, any action taken by the Board of Supervisors on any matter which is considered by the Board to be in the nature of Board policy, be stated as such, and that instructions will be included in such action to include the item in the Board Policy Manual.
- d. Each policy item shall include:
  - i. Purpose
  - ii. Background
  - iii. Policy
  - iv. Procedure
  - v. Review Date
  - vi. Board Action
- e. A County Administrative Office (CAO) staff person shall be responsible for the continuing maintenance of the Board Policy Manual and additions or deletions thereto, including photocopy requests.
  - i. The Clerk of the Board staff will be responsible for any public records requests related to a document within the Board Policy Manual.
- f. Staff manages, monitors, and coordinates the Board Policy Manual including additions and revisions of the manual by:
  - i. Receives all inquiries including additions, removals, and requests via email to the staff person's county e-mail address.
  - ii. The Clerk of the Board has oversight of public requests for photocopies of policies and payment collection.
  - iii. Coordinates with the Information Technology Department in maintenance to the content management system, the central repository for all policies within the Manual.
- g. The Board Policy Manual is an electronic file and will be located on the County webpage.

#### **IV. Procedure**

- a. The members of the Board of Supervisors, Chief Administrative Officer, elected officials, department heads, and County Boards and Commissions may originate policy proposals to the Board of Supervisors for their formal consideration.
- b. The Board of Supervisors may assign the creation of a new policy to a specific department.
- c. The preparation of policy matters for approval by the Board of Supervisors will be the responsibility of the initiating office.
- d. After adoption of policy items by the Board of Supervisors, the Department will request the following:
  - i. Request a new policy number, if needed.
  - ii. Submit the approved policy and any related document to the CAO-IGLA staff person.
- e. A "New" policy will be indicated with the word "New" next to the policy title.
- f. A policy that has been revised will be indicated with the word "New Update" next to the policy title.
- g. The Board Policy Manual does not have an automatic workflow system. Manual notifications will be sent to the Department Point of Contact for review every five years or as stated on the policy.

#### **V. Review Date**

- a. All policies will be reviewed for continuance by *date*.
  - i. Policies will be reviewed every five (5) years unless otherwise stated. When a policy is being reviewed, it will be indicated with a reference note.
  - ii. The reference note will state: "Under Revision."
  - iii. After review and approval by the Board of Supervisors, the policy review information will be documented in the policy.

**VI. Board Action**

- a. The policy will state the following in the Board Action area of each policy.
  - i. Legistar File Number and approval date.