

# Yolo County Board of Supervisors Governance Manual Summary

## Fundamental Characteristics of Effective Governance

- System Thinking
- Strategic Focus
- Manner
- Preparation

## Characteristics of High Performing Boards

- Maintain a unity of purpose
- Create a positive governance culture
- Govern within the role as a Board
- Structure the work for effective governance

## Roles

- Collectively set the direction and policy for the organization as representatives of the people

## Responsibilities

- Model behavior
- Provide support to the County
- Set the strategic direction for the County
- Ensure accountability
- Establish the governance structure for the County
- Demonstrate community Leadership

Governance Principles	Governance Norms
<ul style="list-style-type: none"> <li>• Govern as a team, strategically focused and mission driven</li> <li>• Align goals and resources</li> <li>• Establish and govern within a culture of inquiry</li> <li>• Govern in an accessible manner, committed to openness and transparency</li> <li>• Govern in a collaborative manner with the community, staff and within the Board</li> <li>• Commit to continuous learning and improvement</li> <li>• Be accountable to each other for the highest standards of Board performance and effectiveness</li> </ul>	<ul style="list-style-type: none"> <li>• Treat everyone with dignity and respect</li> <li>• Attend Board meetings fully prepared</li> <li>• Support working together toward the common vision and strategic goals even if our approach differs</li> <li>• Focus on effective governance &amp; support the CAO in managing the County</li> <li>• Show respect for the issues in each other's districts</li> <li>• Work together individually and in group settings to resolve issues, assist one another and seek help when needed</li> <li>• Focus on building &amp; maintaining trust through actions</li> <li>• Refrain from being judgmental &amp; give each other the benefit of the doubt</li> <li>• Focus on our successes not our difficulties</li> </ul>

## Protocols to facilitate Governance Leadership

		Protocols		
Unity of Purpose	Strategic Planning	<ul style="list-style-type: none"> <li>• Role of the Board of Supervisors</li> <li>• Board Assignment Process</li> <li>• Use of Board Sub- Committees</li> <li>• Role of the Advisory Bodies</li> <li>• Board Member Expertise</li> <li>• Ways to Capitalize on Board Member Expertise</li> </ul>		
	Board Assignments			
Roles and Responsibilities	Interaction with County Staff and Consultants	<ul style="list-style-type: none"> <li>• Individual Supervisor Requests for Information</li> <li>• Individual Supervisor Requests Requiring Resources</li> <li>• Requests for Information Requiring Resources</li> <li>• Feedback to County Administrator on Dept. Head Performance</li> </ul>		
	Board Operations	<table border="0" style="width: 100%;"> <tr> <td style="width: 70%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Role of the Board Chair</li> <li>• Role of Individual Supervisors</li> <li>• New Member Orientation</li> <li>• Board Meeting Agenda Development</li> <li>• Board Reports &amp; Directed Initiatives</li> </ul> </td> <td style="width: 30%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Agenda Item-Related Questions</li> <li>• Advocacy</li> <li>• Public Comment in Board Meetings</li> <li>• Self-Monitoring of Board Effectiveness</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Role of the Board Chair</li> <li>• Role of Individual Supervisors</li> <li>• New Member Orientation</li> <li>• Board Meeting Agenda Development</li> <li>• Board Reports &amp; Directed Initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Agenda Item-Related Questions</li> <li>• Advocacy</li> <li>• Public Comment in Board Meetings</li> <li>• Self-Monitoring of Board Effectiveness</li> </ul>
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	Board Staff	<ul style="list-style-type: none"> <li>• Role of Supervisor's Deputies</li> </ul>		
Conflicts of Interest	<ul style="list-style-type: none"> <li>• Conflicts of Interest</li> </ul>			
In the Community		<ul style="list-style-type: none"> <li>• Handling Complaints from the Community</li> <li>• Electronic Communication Outside Board Meetings</li> <li>• Electronic Communication During Board Meetings</li> </ul>		