

## Board Assignments

Yolo County, the broader region, state and nation have a number of important committees, commissions and advisory groups that advise and/or direct the Board of Supervisors as well as regional, state and national leaders. The types of bodies include:

- Advisory Body Liaison – Board liaison to County advisory bodies
- Standing Board Subcommittee – subject to the Brown Act due to continuing subject matter jurisdiction or fixed meeting schedule
- Ad Hoc Board Subcommittee – temporary advisory committee composed of less than a quorum of the Board that serves a limited or single purpose, is not perpetual and will be dissolved once the specific task is completed
- 2x2 (2 representatives from 2 legislative bodies)
- Local Governing Body
- Regional Workgroup/Governing Body
- State/Federal Workgroup/Governing Body

Supervisors are appointed to serve as the Board’s liaison or representative on these bodies though a process intended to foster positive interaction between members and address workload balance. Workload balance includes consideration of each Board member’s capacity to handle an existing or contemplated range of assignments, with significant attention to ensuring regular attendance and informed participation. Board assignments:

- Provide representation of countywide policies and issues addressed by the various groups
- Advance Yolo’s leadership in the region, state and nation
- Support Board mastery through diverse experience across subject lines
- Capitalize on subject matter expertise
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Topic	Protocol
<b>Board Assignment Process</b>	<ul style="list-style-type: none"> <li>• <u>The incoming Board Chair consults with colleagues at a year-end discussion session to determine desired assignments.</u></li> <li>• <u>The Board shall strive to avoid having two representatives for a single city on a major assignment (e.g., SACOG).</u></li> <li>• Board assignments are adopted by the full Board during a subsequent regular meeting.</li> <li>• Board ad hoc subcommittees may be appointed throughout the year on an as needed basis.</li> </ul>

Topic	Protocol
<b>Board Assignment Rotation</b>	<ul style="list-style-type: none"> <li>The board acknowledges value may be derived from occasional rotation of board assignments, including at defined intervals or upon the request of an interested board member.</li> <li>The board annually shall discuss assignments that may be desired for rotation as part of the following year board assignments. Board members rotating into new assignments shall take appropriate steps (which may vary by assignment) to ensure an effective transition into their new roles.</li> <li>An assigned member may request deferral of a planned rotation for good cause (e.g., pursuit of a leadership position), including if deferral will result in added value to Yolo County.</li> </ul>
<b>Use of Board Sub-Committees</b>	<ul style="list-style-type: none"> <li>Prior to their creation, an ad hoc or standing subcommittee of the Board should have a clear charge and nexus to policy objectives, a finite timeframe (for ad hoc subcommittees) and a focus on setting high-level direction and policy.</li> <li>Annually, the County Administrator and appropriate staff provide guidance on the creation, charge and dissolution of Board ad hoc subcommittees.</li> <li>The rotating Chair and Vice-Chair advise on budget and the evaluation of the County Administrator and County Counsel. <u>In their budget ad hoc subcommittee role, the Chair and Vice-Chair shall provide feedback from a Countywide perspective and shall not use the ad hoc to promote district-specific initiatives.</u></li> </ul>
<b>Role with Advisory Bodies</b>	<ul style="list-style-type: none"> <li>With the understanding that Board members will have a disproportionate influence in meetings of an advisory body, Board members should serve primarily as liaison and support to the body, with staff and the advisory body chair responsible for setting the agenda and conducting the meeting.</li> <li>Board members can play a role in relaying the County’s Strategic Plan goals and focus areas to assist advisory bodies in aligning their focus and efforts.</li> <li>Advisory bodies are encouraged to provide an annual written or verbal update to the Board.</li> </ul>

### Board Member Expertise

Supervisors bring a wide variety of backgrounds, expertise and interests to their governance work on the Board and the Board wishes to capitalize on the informed experience of individual Supervisors.

Additionally, leadership development and the pursuit of opportunities for leadership positions throughout the County and state are encouraged of both Supervisors and staff. It is important that the Board have the benefit of those varied interests and expertise in governing Yolo County. However, it is

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<p><b>Advocacy</b></p>	<ul style="list-style-type: none"> <li>• Legislative proposals with a nexus to the County’s legislative platform (approved annually by the full Board) are considered by the Legislative Advocacy Ad Hoc Subcommittee. In the event the subcommittee is divided on a position, the proposal is brought to the full Board for consideration.</li> <li>• Legislative funding proposals (i.e., earmark requests) with a nexus to County service responsibilities shall be gathered as part of development of the County’s legislative platform and approved annually by the full Board prior to submission to state or federal officials. In addition, as funding needs or opportunities arise outside of this process, Board members will provide feedback and otherwise collaborate with staff to ensure County advocacy efforts are effective, well-informed, and timely. <u>Such opportunities shall, whenever possible, be presented to the full Board for consideration (at a special meeting if necessary due to timing constraints). If this is not possible, the County Administrator shall coordinate with the Board Chair and Vice Chair for approval, if feasible. The Board Chair and Vice Chair shall review such matters with a Countywide interest-based perspective.</u></li> <li>• After giving due consideration to the adopted governance principles set forth in this manual, under Board matters, any Board member may raise for consideration legislative, ballot measure, judicial system (including amicus participation) or other proposals of statewide, national and international interest that are beyond the scope of the County’s legislative platform. The item will be scheduled for a subsequent agenda with the following staff analysis: <ul style="list-style-type: none"> <li>○ Local and organizational impacts</li> <li>○ Description of whether action by Yolo County will have an impact</li> <li>○ Next steps concerning outreach (i.e. County’s position stated in a letter to state/national/international officials, on the website, via a press release)</li> </ul> </li> </ul> <p>Note: The Board of Supervisors may only educate and inform related to ballot measures, as opposed to advocating. Individual Supervisors, on their own time, may advocate <u>for or against a measure on their personal time (including working on ballot measure campaigns and attending campaign-related events) subject to compliance with laws relating to the use of public funds and resources.</u></p>