



COUNTY OF SAN BERNARDINO POLICY MANUAL

No. 02-08

ISSUE 1

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By

EFFECTIVE 8/26/74

SUBJECT

DOCUMENTING BOARD DECISIONS

APPROVED

NANCY E. SMITH

CHAIRMAN, BOARD OF SUPERVISORS

POLICY STATEMENT

The decisions of the Board of Supervisors are documented for record purposes, and for transmittal to County departments and agencies for implementation or general information.

POLICY AMPLIFICATION

The decisions of the Board of Supervisors are documented by the Clerk of the Board of Supervisors in accordance with the provisions and purposes stated herein.

The Minute Book

The Minute Book is the official record of the transactions, proceedings, and decisions of the Board of Supervisors. It is maintained by the Clerk of the Board of Supervisors for historical and reference purposes.

The Minute Book Index

The Minute Book Index is maintained by the Clerk of the Board of Supervisors. It references the number of the Minute Book, and the number of the page, where Board actions are recorded.

Fair Statement of Proceedings Before San Bernardino County Board of Supervisors

This is a condensed synopsis of the minutes of a Board meeting. It is prepared by the Clerk of the Board of Supervisors and distributed to all recipients of Board agendas. It is also published in the Sun-Telegram within ten days after the date of the respective Board meeting.

Minute Records

Minute Records are excerpts from the minutes of Board meetings. They pertain to specific subjects. They are prepared by the Clerk of the Board and distributed to County departments or agencies responsible for implementing them, or having a "need to know".

Ordinances

Ordinances are public laws or regulations enacted by the Board of Supervisors. They are drafted by the County Counsel and submitted to the Agenda Committee for presentation to the Board, for reading, one week prior to their adoption.

Ordinances are also used to activate agencies of the County government. Thereafter, all matters concerning the internal operations of the County government are issued as management policies.

Copies of adopted ordinances are distributed to County departments and agencies responsible for implementing them, or having a “need to know”.

Management Policies

Management policies are expressions of the Board’s intentions with respect to the organization and management of the internal operations of the County government.

Resolutions

State statutes specify that certain matters requiring Board action be acted upon as formal resolutions. In such cases, the proposing department, with the assistance of the County Counsel, is responsible for preparing the resolution in the required form, and submitting copies to the Clerk of the Board for consideration by the Agenda Committee. Adopted resolutions are numbered and distributed to County departments responsible for implementing them, or having a “need to know”.

The resolution form of action may also be used to express commendations, condolences, etc. In such cases, the respective department head submits the necessary information to the Clerk of the Board for preparation of the formal resolution, and for consideration by the Agenda Committee. The approved resolution is signed by the Chairman of the Board. It is given to the recipient if he is present. It is delivered or mailed to him if he is not.