

County of San Mateo  
Board of Supervisors

Governance Handbook

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**COUNTY** OF **SAN MATEO**



# Background

- Background
- Purpose
- Objective
- Use of governance handbooks/written board procedures generally



# Development Process

- Review of handbooks/governance materials from other local government agencies, including counties, school districts and cities
- Identification of common themes in such handbooks
- Alignment with State law, County Charter, County Ordinance Code, Code of Conduct



# Draft Handbook for San Mateo County

- Purpose, Authority, Use
- Foundations of Effective Governance
- Unity of Purpose
- Governance Principles
- Roles and Responsibilities
- Norms for Positive Governance Culture
- Board Operations and Protocols
- Board Leadership and Continuity
- Code of Conduct
- Ethics, Conflicts of Interest, and Accountability
- Board-Staff Relationships, Professional Boundaries
- Board in the Community
- Governance Self-Assessment and Continuous Improvement
- Orientation and Development of Supervisors
- Future Additions



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