

Adding language to the Standing Rules for County Boards, Commissions, Committees, and Councils

Board of Supervisors Meeting
January 23, 2024

Connie Juarez-Diroll,
Chief Legislative Officer



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS

Recommendation

- Adopt a resolution amending the Standing Rules for the County's boards, commissions, committees, and councils to define the process for submitting a recommendation that the Board of Supervisors support or oppose pending legislation and aligning it with existing Board policy on legislative coordination and advocacy.



Background

- Standing Rules for all County Boards, Commissions, and Advisory Committees originally adopted in March 1999
- They were most recently amended in February 2008, but not since
- In 2019, the Board of Supervisors adopted a **Legislative Coordination and Advocacy** policy to establish a coordinated process for conveying official Board positions on federal and state legislative matters, including advisory boards, commissions, committees, and councils





County of San Mateo
Inter-Departmental Correspondence

APPROVED BY
BOARD OF SUPERVISORS

JUN 04 2019

CLERK OF BOARD
BY *J. Johnson* DEPUTY

Department: COUNTY MANAGER
File #: 19-467

Board Meeting Date: 6/4/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Michael P. Callagy, County Manager
Connie Juarez-Diroll, Legislative Officer
Subject: Legislative Coordination and Advocacy Policy

RECOMMENDATION:

Adopt the following policy regarding the coordination and advocacy of legislative action for the County of San Mateo.

BACKGROUND:

The purpose of San Mateo County's Legislative Program is to: secure legislation that benefits the County and its residents, oppose/amend legislation that might adversely impact the County's delivery of services; shape public policy in priority areas that impact County government; and secure state and federal funding through the grant and/or appropriations process.

DISCUSSION:

Recognizing the need for consistency in conveying official Board positions on federal and state legislative matters and to provide an effective program of legislative representation, the County of San Mateo shall institute a coordinated process involving interaction between the Board of Supervisors, the County Manager's Office, County departments/agencies, and the County's legislative advocates in Sacramento, and Washington, D.C.

The following procedures are instituted in order to facilitate active participation by County departments/agencies, allow the County Manager's Office (Legislative Officer) to act as a centralized clearinghouse for legislative matters, and to ensure that all advocacy efforts are entirely consistent with Board-approved positions:

PROCEDURE

A. **STATE AND FEDERAL LEGISLATIVE PROGRAM**

The purpose of County's Annual Legislative Program is to identify and secure Board action on

San Mateo County Legislative Coordination and Advocacy Policy



Background (cont.)

- Over the years, County advisory bodies have become more actively engaged in policy matters; however, only the Board of Supervisors has the authority to express the official views of the County of San Mateo on pending legislation
- The Board of Supervisors adopts an annual **Legislative Program** outlining the County's priorities regarding new legislation





San Mateo County Legislative Session Program



SAN MATEO COUNTY
BOARD OF SUPERVISORS
Baye Pine, President & District 1
Noelia Corzo, District 2
Ray Mueller, District 3
Warren Slocum, District 4
David Canepa, District 5



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS

Background (cont.)

- To educate Commissioners on the County's legislative advocacy and coordination policy, County Executive staff have:
 - Added this information to the County's Boards and Commissions Handbook
 - Developed a step-by-step guide on the procedure for advisory bodies to follow regarding legislative advocacy
 - Hosted various legislative training sessions



San Mateo County Boards and Commissions Handbook

A publication of the Intergovernmental and Public Affairs Unit,
County Manager's Office

Legislation and Lobbying

The County Manager's Office Intergovernmental and Public Affairs (IGPA) Unit develops the County's Legislative Program, which outlines the County's legislative priorities, budgetary priorities and policy statements at the State and Federal level. The Program can be found at <https://cmo.smcgov.org/intergovernmental-and-public-affairs>. The Unit regularly informs the Board of Supervisors about ongoing legislative actions at the State and Federal level through informational items at Board meetings and coordinates County advocacy as directed by the County Legislative Program, the Board of Supervisors and the County Manager.

Boards and Commissions may be interested in legislative activities at the State or Federal levels. If a Board or Commission wishes to advise the Board of Supervisors about taking a position on State or Federal legislation, the Board or Commission must vote to recommend a particular position to the Board of Supervisors. This activity must be communicated with the Intergovernmental and Public Affairs Unit in advance to determine alignment with the County's Legislative Program and through your staff liaison.

Boards and Commissions may obtain information on upcoming legislation by contacting the Intergovernmental Affairs Unit through your staff liaison. The departmental staff working with your commission can also work with IGPA to keep you informed of legislation pertinent to the work of your Board or Commission. State legislative information is available online at: <http://www.leginfo.ca.gov/index.html>



COUNTY OF
SAN MATEO



COUNTY OF SAN MATEO
BOARDS AND COMMISSIONS

San Mateo County Boards and Commissions Legislative Engagement Policy

In order to facilitate consistent and coordinated legislative advocacy on behalf of the County of San Mateo, all County Board and Commission members are expected to follow the Legislative Coordination and Advocacy Policy.



Key Points to Remember

Do not take any action that would imply the County's support or opposition to any pending legislation, budget proposal, or other policy unless it is consistent with Board-approved positions.

All legislative engagement must be coordinated through the Intergovernmental and Public Affairs Unit (IGPA) in the County Executive's Office. Your staff liaison can facilitate conversation with this Unit.

If you appear before a legislative body to express a personal opinion, you must state for the record that you are speaking as a private citizen, and not on behalf of the County or your Board or Commission.

Resources

The Intergovernmental and Public Affairs Unit
<https://www.smcgov.org/ceo/intergovernmental-and-public-affairs>

California Legislative Information
<https://leginfo.ca.gov/>

The California State Senate
<https://www.senate.ca.gov/>

The California State Assembly
<https://www.assembly.ca.gov/>

The California Legislative Analyst's Office
<https://lao.ca.gov/>

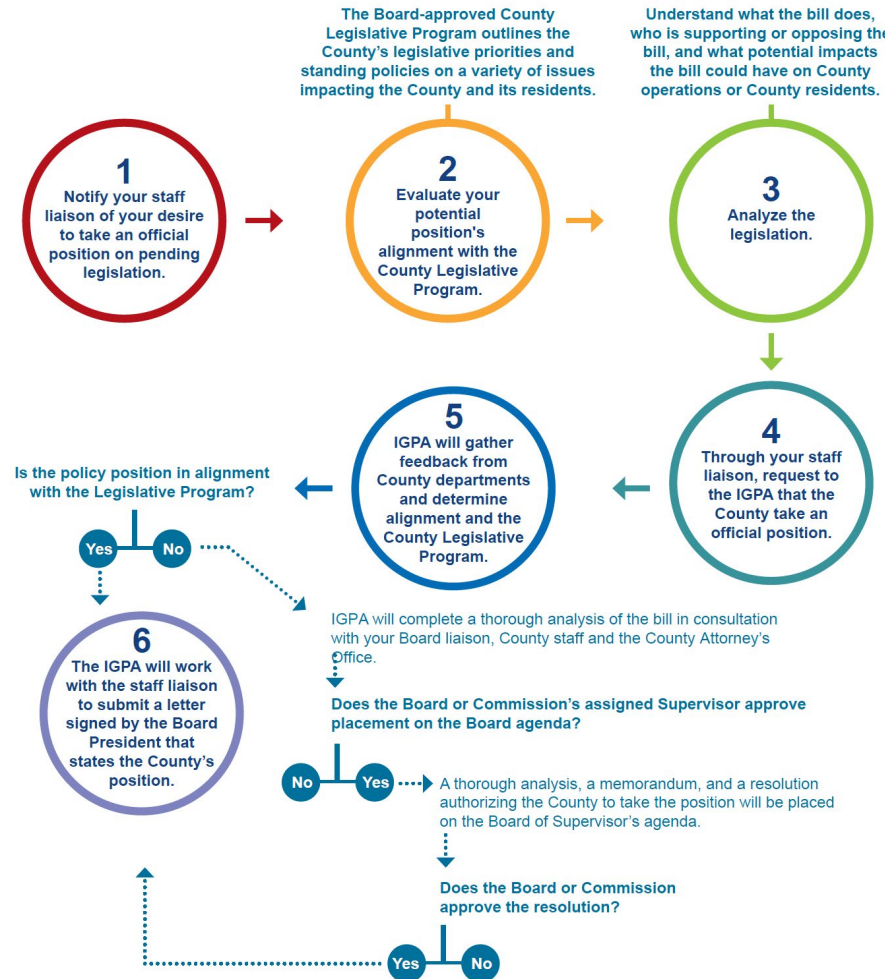
United States' Senate
<https://www.senate.gov/>

United States' House of Representatives
<https://www.house.gov/>



A Publication of the County Executive's Office/Intergovernmental and Public Affairs
 Connie Juárez-Diroll, Chief Legislative Officer, (650) 599-1341

How to Take a Position on Pending Legislation



Step-by-Step Guide on Legislative Coordination and Advocacy Policy



COUNTY OF SAN MATEO
 BOARDS AND COMMISSIONS

Proposed amendment

- “To facilitate consistent and coordinated Board of Supervisors-approved support or opposition to any pending federal, state, and local legislation, budget proposal, or other policy on behalf of the County of San Mateo, all County Board and Commission members shall follow the San Mateo County Legislative Coordination and Advocacy Policy, which begins with presenting a request to the Intergovernmental and Public Affairs Unit in the County Executive’s Office.”



Thank You
Any questions?



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