

## **Department Heads and Legislative Activity**

The following is a recommended protocol for Plumas County Department Heads to follow in order secure Board of Supervisors approval or endorsement of legislation. In adopting this protocol, it is recognized that circumstances may prevent a Department Head from following this protocol due to time constraints or other impediments.

1. County Department Heads are the designated representatives of their Departments for the purposes of representing a position on a particular legislative initiative. The Department Head may delegate such representation to another employee on a case by case basis.
2. Appointed county Department Heads generally should not represent themselves as a county official or employee when presenting a position on pending legislation unless it represents the official position of the county adopted by the Board of Supervisors on such legislation.
3. An elected officer may take positions on pending legislation and present such positions. The position should be identified as the position of the elected officer and not necessarily the position of the County of Plumas.
4. It is recognized the Department Heads and senior staff often participate in statewide professional organizations and that such organizations often adopt broad legislative platforms or agendas. It is further recognized that such platforms may be targeted to public policy that reflects the professional representations of the organization's members. Insofar as such platforms are the representations of the professional organization and identified solely as such, and official's endorsement of the broad platform would not be in conflict with this policy.
5. In the event that a professional or other statewide organization is taking a position on specific legislation (outside the broader platform) that has not been considered by the Plumas County Board of Supervisors Department Heads are encouraged to use #5 to obtain such a position. As an alternative, the Department Head may also seek guidance from the CAO as to whether the professional organization's position is consistent with general Board policy.
6. Written correspondence to federal, state and local elected officials regarding pending legislation and submitted on behalf of the County should be transmitted over the signature of the Chair of the Board of Supervisors, a designated member of the Board of Supervisors or the County Administrative Officer. The Board may specifically delegate

such signature authority to a particular department head relevant to a specific legislation matter prior to such correspondence being transmitted.

7. Notwithstanding #6 above, Department Heads may on a case by case basis represent the positions of their Department of the Board of Supervisors via “time sensitive” e-mail transactions.
  
8. In the event that the Plumas County Board of Supervisors has not taken a formal position on pending legislation, a Department Head may present the matter for Board consideration. The attached format is recommended.
  
9. Presentation of testimony at legislative committees or other legislative hearings should be coordinated through the office of the County Administrative Officer and the Board of Supervisors whenever possible.

***02/18/2003 – Brought to BOS by Management Council – Board approved.***