County of Monterey
Board Policy Manual

Policy Name	Policy Number	Page
Legislative Committee Roles and Responsibilities	G-122	1 of 5
Policy Category Government and Administration		

I. Purpose

To advocate its interests in Sacramento and Washington D.C. The Board of Supervisors annually sets forth a Legislative Program, which is executed by the County Administrative Office – Intergovernmental & Legislative Affairs Division (IGLA), under the direction of the Board's Legislative Committee and with the assistance of the County's state and federal legislative advocates.

II. Review Date

a. This Policy will be reviewed for continuance by January 26, 2026.

III. Board Action

a. *Legistar File Number:* 21-062, January 26, 2021

MONTEREY COUNTY BOARD OF SUPERVISORS
LEGISLATIVE PROGRAM

POLICIES GOVERNING LEGISLATIVE ACTIVITIES

Monterey County recognizes the need to advocate its interests in Sacramento and Washington D.C. The Board of Supervisors annually sets forth a Legislative Program, which is executed by the County Administrative Office – Intergovernmental & Legislative Affairs Division (IGLA), under the direction of the Board's Legislative Committee and with the assistance of the County's state and federal legislative advocates. To this end, the following protocol shall be followed:

I. Board of Supervisors

a. **Policy Direction:** As the elected legislative body charged with making policy decisions for Monterey County, the Board of Supervisors shall direct the County's legislative efforts through the annual adoption of a Legislative Program or via subsequent Board direction.

b. **Legislative Committee Roles & Responsibilities:** The Board of Supervisors' Legislative Committee shall provide recommendations and guidance related to the execution of the Legislative Program. The Legislative Committee Chair shall approve Legislative Committee meeting agendas.

c. **Board Referral of Legislative Items:** Board members may refer items to the Legislative Committee for review and recommendation to the Board of Supervisors. Referred items shall be sent to IGLA staff, who shall obtain the approval of the Legislative Committee Chair prior to adding referred items to a meeting agenda.

d. **Individual Board Member Legislative Positions:** Members of the Board of Supervisors may, as individual members, publicly state their position on issues – but may not state that their position is that of the Board of Supervisors or Monterey County unless the issue is in the Legislative Program, or has come before the Board and received approval by a majority of its members.

e. **Ballot Initiatives:** The Board of Supervisors may consider positions on ballot initiatives once qualified, and upon the review and recommendation of the Legislative Committee.

f. **Representation on State and Federal County Advocacy Organizations.** The Board of Supervisors shall nominate Board members represent Monterey County as director and alternate to the California State Association of Counties (CSAC) and Rural County Representatives of California (RCRC) Board of Directors. As the County representative the director or alternate shall render votes consistent with the Legislative Program or subsequent majority action by the Board of Supervisors.

II. County Administrative Office: Intergovernmental & Legislative Affairs Division (IGLA)

a. **IGLA Role:** IGLA staffs the Legislative Committee and develops and executes the County's Legislative Program which provides authority to undertake legislative advocacy efforts on behalf of the County. IGLA staff serves as Board's independent legislative analyst, serving under the policy direction of the Board, and reporting to the County Administrative Officer.

b. **Legislative Monitoring & Advocacy:** IGLA has responsibility to identify and monitor state and federal bills of interest to Monterey County, and to attempt to influence the legislative process in furtherance of the County's interests under the guidance of the Legislative Committee and in coordination with County departments and the County's state and federal legislative advocates. IGLA shall maintain a list of bills the County has taken positions on along with bill status, and County actions taken.

c. **Legislative Contracts:** IGLA administers the contracts and directs the activities of the County's state and federal legislative advocates.

d. **Communication:** IGLA provides the primary communication link between the Board of Supervisors, County departments, and the County's state and federal legislative advocates regarding the County's legislative objectives.

e. **Program Direction & Authority:** IGLA direction and authority is provided by the Board of Supervisors annually adopted Legislative Program and subsequent Board direction. IGLA shall seek authorization from the Board of Supervisors prior to acting on items not included in the Legislative Program.

f. **Bill Analysis:** IGLA shall, in coordination with department experts, and the County's legislative advocates, analyze bills that have potential impacts to the County.

g. **Correspondence & Lobbying:** IGLA shall attempt to impact legislative outcomes through correspondence or lobbying as authorized under the Legislative Program or at the direction of the Board of Supervisors or Legislative Committee. Correspondence will be sent under the signature of the Chair of the Board. Urgent correspondence will be authorized and signed by the County Administrative Officer. Copies of legislative correspondence shall be provided to Board offices and the Clerk of the Board.

h. **Testimony:** IGLA shall, in coordination with department experts, members of the Board of Supervisors, and the County's legislative advocates, provide testimony on legislative initiatives as appropriate.

i. **Grants Funding Advocacy:** IGLA shall actively support the efforts of the Strategic Grant Services Program, which aims to obtain grant funding for priority projects identified by the Board of Supervisors. Legislative efforts will attempt to increase federal and state program funding which if authorized will translate into increased County funding opportunities.

j. **Grant Support Letters:** IGLA will facilitate letters of support of County grant applications from the Board of Supervisors or the County's legislative delegation as requested by County departments, or from outside agencies when the project is in alignment with County interests.

III. County Departments

a. **Request for County Sponsored Legislation:** Departments wishing to submit legislative proposals shall submit appropriate materials to IGLA in order to schedule review and recommendation by the Board's Legislative Committee.

b. **Request for County Action on Legislation:** Departments shall contact IGLA staff to determine if legislative items fall under the authority of the Legislative Program, and work with IGLA staff to develop and transmit position letter from the Board.

c. **Department Legislative Activities:** Departments shall not take actions in conflict with the positions of the Board of Supervisors, Legislative Program, or subsequent Board action. Departments shall keep the Board informed of legislative activities by informing IGLA staff and reporting to the Legislative Committee.

d. **Department Impacts:** Departments shall alert IGLA staff when they become aware of legislation which may have an impact on department funding and/or operations.

e. **Contract Legislative Advocates:** County departments shall inform the Board of Supervisors through IGLA staff of any contract legislative advocates hired.

f. **Positions on Non-Legislative Matters:** Departments may take positions on non-legislative matters that affect department operations (procedural/technical).

g. **Legislative Correspondence by Appointed Department Head:** County departments may, under their appointed department head's signature, transmit legislative correspondence on issues in alignment with the Legislative Program or subsequent action by the Board of Supervisors. Departments shall copy IGLA staff on all such correspondence for distribution to the Board and the County's state and/or federal legislative advocates.

h. **Legislative Correspondence by Elected Department Head:** Elected County officials may as individuals, or on behalf of their department, transmit letters or make public their position on legislative issues. Departments shall not state their position as being that of the County unless it is included in the Legislative Program or subsequent action by the Board of Supervisors. Elected officials are requested to copy IGLA staff on all such correspondence for distribution to the Boards and the County's state and/or federal legislative advocates.

i. **Testimony:** County departments shall inform the Board of Supervisors if they are providing testimony on legislative matters by informing the IGLA staff.

j. **Meetings:** County departments shall inform the Board of Supervisors if they are meeting with the County's legislative advocates, legislators, and/or legislative or committee staff by informing the IGLA staff.

k. **Grant Support Letters:** County departments shall contact IGLA staff to solicit appropriate support from federal and state legislators and others as appropriate for high priority County grant applications prior their submission.

IV. Legislative Advocacy by County Advisory Boards and Commissions

a. **Coordination with County Department:** Advisory boards and commissions of the Board of Supervisors shall make legislative recommendations through their respective County departments.

b. **Legislative Correspondence:** Advisory boards and commissions of the Board of Supervisors shall provide copies of all correspondence they initiate on legislative items to the Board of Supervisors by providing copies to IGLA staff.

c. **Legislative Actions or Advocacy:** All legislative actions or advocacy efforts undertaken by advisory boards and commissions of the Board of Supervisors shall be in alignment with the Board of Supervisors Legislative Program, or subsequent Board action.

V. Legislative Program Development

a. **Development:** Each Fall IGLA staff shall begin the process of development of the Legislative Program for the next calendar year. IGLA shall solicit input on the Program from Board Members and County departments.

b. **Recommendation & Approval:** The draft Legislative Program will be presented to the Board of Supervisors Legislative Committee for review and recommendation of approval by the Board of Supervisors. The Board generally considers Legislative Program approval in January.

c. **Distribution:** IGLA staff shall distribute the County's adopted Legislative Program to the Board of Supervisors, County departments, legislative advocates, and legislators. The documents shall also be posted on the County's website.

VI. Additional Policies

a. **Campaigning & Political Activities:** The County Administrative Officer has set forth guidelines which address campaigning and political activities and the wearing or displaying of political materials by County employees. These guidelines can be found in Policy G-50 Board Policy Manual.

b. **Paying for a Legislator's Meals:** County Counsel has addressed the legality of reimbursement of members of the Board of Supervisors or County department heads paying for a legislator's meals. This guidance can be found in a memorandum dated 5/7/07 – Guidance - Paying for Legislator's Meals.