

## **ADMINISTRATIVE BULLETIN NO. 16**

*Issued: October 3, 2000*

### **SUBJECT: LEGISLATIVE PROGRAM AND PROCEDURES**

#### Establishing and Advocating Legislative Policy.

It is the policy of the Board of Supervisors to identify, monitor, and comment on State and federal legislation, regulations and administrative actions with the goal of influencing the outcome of matters which affect the County's ability to provide services.

As it is essential that the County present one coherent legislative position on issues to the State and federal legislatures to be effective, the Board of Supervisors has adopted the following policy:

Only the Board of Supervisors, as the governing body, shall establish legislative policy for Kern County. County employees and members of County advisory commissions, committees and boards may not, in their official capacity, promulgate nor advocate legislative policies or positions independently of the Board. In cases where time does not permit Board adoption of legislative policy, only the County Administrative Officer may, consistent with the County's legislative platform adopted by the Board, promulgate and advocate policies on behalf of the County. Elected officials shall be the sole exception to this policy.

#### Legislative Program Administration.

The County Administrative Office manages the Countywide Legislative Program. The County Administrative Office will work closely with departments, the Board of Supervisors and the County's legislative consultants in forming and advocating legislative policy and in developing original legislative proposals and strategies for enactment.

It is the responsibility of departments to recommend legislative positions to the Board of Supervisors through the County Administrative Office. Besides using information resources provided by the Legislative Analyst, departments must use other available means, including online services and county affiliate organizations, to gather information and identify emerging issues to bring to the attention of the Board. The County Administrative Office is responsible for evaluating departments' legislative requests and for recommending legislative matters for Board action.

#### Regulatory Policy Coordination.

As regulations generally implement and enforce legislative policies which have already been adopted by the Board of Supervisors, departments are not required to gain Board approval to respond to regulatory proposals. It is each department's responsibility to coordinate the advocacy of State and federal regulatory policies with other affected departments, ensuring a consistent County position. For highly significant or controversial regulatory issues, as determined by the department head, departments are to notify the County Administrative Office and the Board when comments are going to be provided to a regulatory agency and to provide a copy of such comments when they are promulgated. The Legislative Analyst is available to advise and assist departments in developing responses to regulatory issues. A guide to legislative analysis is available from the Legislative Analyst.