



## Legal Services Review of Policies and Procedures

Receive and File

**Prepared by:** Erik Johnson

**Attachments:** No

**Approved by:** James Corless

**Referring Committee:** Policy & Innovation

### **1. Issue:**

SACOG's Board Rules serve as the bylaws for the Board of Directors. SACOG's general counsel and management would like to update the Board Rules, policies and procedures this year, and bring recommendations before the board later this year.

### **2. Recommendation:**

This is for receive and file only. This item came before the Strategic Planning Committee and Policy and Innovation Committee.

### **3. Background/Analysis:**

Within the overall framework of SACOG's Joint Powers Agreement, the SACOG Board of Directors adopts policies to articulate how the business of SACOG is carried out. SACOG's Board Rules, which serve as the bylaws for the Board of Directors, have not been updated since 2005.

### **4. Discussion/Analysis:**

SACOG's general counsel provided an overview of where management and the board may want to revise or add policies and procedures. Throughout the year, updates will come before the Policy and Innovation Committee as well as the final recommendations. The initial areas that will be reviewed include:

- Bylaws (SACOG Rules)
  - Updating Brown Act provision
  - Rules of order
  - Clarity of committee procedures
  - Process for calling meetings
  - Incorporation of Racial Equity Action Plan concepts
- Administrative (Procedures)
  - Records retention
  - Public records (i.e., responding to requests)
  - Social media/external communications
  - Purchasing/financial
  - Ticket policy

- Virtual meeting (i.e., post-AB 361)

**5. Fiscal Impact/Grant Information:**

Policy and procedure review and development is within the budgeted time for legal services this fiscal year.