1. Notify your staff liaison of your desire to take an official position on pending legislation.

2. Evaluate your potential position's alignment with the County Legislative Program.

3. Analyze the legislation.

4. Through your staff liaison, request to the IGPA that the County take an official position.

5. IGPA will gather feedback from County departments and determine alignment and the County Legislative Program.

6. The IGPA will work with the staff liaison to submit a letter signed by the Board President that states the County's position.

The Board-approved County Legislative Program outlines the County's legislative priorities and standing policies on a variety of issues impacting the County and its residents. Understand what the bill does, who is supporting or opposing the bill, and what potential impacts the bill could have on County operations or County residents.

Is the policy position in alignment with the Legislative Program?

Yes

No

The IGPA will complete a thorough analysis of the bill in consultation with your Board liaison, County staff and the County Attorney's Office.

Does the Board or Commission's assigned Supervisor approve placement on the Board agenda?

No

Yes

A thorough analysis, a memorandum, and a resolution authorizing the County to take the position will be placed on the Board of Supervisor’s agenda.

Does the Board or Commission approve the resolution?

Yes

No
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.legislature.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/