DEPARTMENT: Administration  BY: John W. McCamman  PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:
1. Minimize the amount of ceremonial signing of documents and eliminate signing of resolutions, minutes and routine action documents by the Board Chairman.
2. Continue to require signing of documents which are required by law to be signed.
3. Authorize the Clerk to obtain a signature stamp to conform duplicate copies of documents which require Chairman's signature.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Currently, many routine documents are being signed by the Board Chairman. The number of these documents is increasingly time-consuming. This item initiates discussion and recommendation for procedural changes regarding items requiring the Board Chairman's signature.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
1. Adopt the recommended changes.
2. Do not adopt the recommended changes.
3. Discuss and adopt alternative procedures.

COSTS: (X) Not Applicable
A. Budgeted current FY $__________
B. Total anticipated costs $__________
C. Required add'l funding $__________
D. Source:__________________________

SOURCE: ( ) 4/5ths Vote Required
A. Internal transfers $__________
B. Unanticipated revenues $__________
C. Reserve for Contingency $__________
D. Description:______________________
Balance in Reserve for Contingency if approved: $

SPECIAL INSTRUCTIONS:
1. Submit original of action form.
2. Submit eleven copies of all attachments, number the pages, and list the attachments:

The foregoing instrument is a correct copy of the original on file in this office.

ATTEST: MARGIE WILLIAMS
Clerk of the Board of Supervisors
County of Mariposa, State of CA
By:_______________________________
Deputy

Action Form Revised 6/15/89

1-2sign

Under GC Section 25103, chair's signature required on Board "records" and Minutes,
Agenda - January 2, 1990  
Items Requiring Chairman's Signature

BACKGROUND

Over the past several years, the number of documents requiring the Board Chairman's signature has increased substantially. In addition to Board minutes, resolutions, contracts, and other County documents, many routine items are signed by the Chairman. Nearly all signatures of the Chairman are ceremonial in nature. That is, they have no legal impact greater than a document being certified by the Clerk of the Board. Therefore, this agenda item is to initiate discussion and recommendation concerning items requiring the Chairman's signature.

Certain documents require the signature of the Chairman, including Joint Powers Agreements, contractual arrangements, ordinances, and certain correspondence. Most documents, however, including resolutions, minutes and routine actions of the Board do not require the signature of the Chairman or the County Counsel. They do have to be certified by the Clerk, but that is a ministerial action following the Board's policy action, and not a substantive action.

RECOMMENDATIONS

1. Minimize the amount of ceremonial signing of documents and eliminate the signing of resolutions, minutes and routine Board action documents by the Board Chairman.

2. Continue to require signatures on those documents which are required by law to be signed, including certain State contracts and ordinances.

3. Authorize the Clerk of the Board to obtain a signature stamp for the Chairman to conform second, third and fourth copies of contracts and documents which still require the Chairman's signature.

If the Board of Supervisors agrees with this recommendation, action will be taken to conform all local policies and procedures to this direction.

**Under GC section 25103, the Chair’s signature is required on Board “records” and Minutes
Instructions: Please fill in all blanks applicable for your agenda item. Items requiring staff review must be submitted the Thursday before the Wednesday of agenda deadline. Incomplete material will be returned. Submit the original of this form to the Board Clerk.

Agenda Date: 1/2/90

Department: Administration
By: John W. McCammon
Approved by Dept. Head: ✐

Agenda Title:
Discussion of items requiring the Board Chairman's signature.

Agendize As:
Routine Agenda
Information
Attention X
Timed

If Timed:
( ) Public Hearing at:
( ) Public Input Anticipated
( ) Indicate Time Required:

Staff Review Required:

Route: County Counsel
Audit
Personnel
Purchasing
Other

Approved
As to Form
Remarks:

Special Instructions to Clerk:
Rush! Need to have signed documents by:
Legal publication required. (This is responsibility of the submitting department).
Other (i.e., need cert. resolutions, and/or signed contracts).
You want us to send copy of Action to:

Clerk's Use Only:
Received: 12/14/90
By:
For Agenda Of:
1/2/90
Agenda Item No.:
Routine Agenda
Information
Attention
Timed

Administrative Officer's Recommendation:
This item on agenda as:
Recommended
Not Recommended
For Policy Determination
Submitted with Comment
Returned for Further Action

Comment:

Administrative Officer's Initials:

Transmittal Form Revised 6/15/89