

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.63  
(ID # 29512)**

**MEETING DATE:**  
Tuesday, December 16, 2025

**FROM :** EXECUTIVE OFFICE

**SUBJECT:** EXECUTIVE OFFICE: Board Policy Manual Update: A-27 Legislative Advocacy Coordination, All Districts. [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the proposed revisions to Board Policy A-27 Legislative Advocacy Coordination

**ACTION:Policy**

Carolina Salazar Herrera, Director of Legislative Advocacy

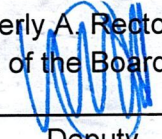
12/11/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Washington and duly carried, IT WAS ORDERED that the above matter is approved as amended to add NACO to Section IV.

Ayes: Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: Medina  
Date: December 16, 2025  
xc: EO, COB/AB

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

**BACKGROUND:**

**Summary**

First established in 1976, the Legislative Advocacy Coordination policy is intended to establish a unified and strategic framework for the County of Riverside's legislative advocacy efforts at the Local, State, and Federal levels. Over the years, the policy has served as a foundational guide for coordinating legislative priorities and ensuring consistent messaging. As the legislative landscape has evolved, there is a need to modernize and clarify the policy.

The updated version of the policy aims to clearly define its applicability and establish a transparent, structured process for legislative advocacy. It outlines specific procedures for initiating and approving advocacy efforts, clarifies roles and responsibilities, and reinforces alignment with the County's strategic priorities. By doing so, the policy ensures that all applicable departments speak with a cohesive voice, improving coordination, accountability, and effectiveness in representing the County's interests at all levels of government.

**ATTACHMENTS:**

1. Board Policy A-27 (Amended)
2. Board Policy A-27 (2019)

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject:**  
**Legislative Advocacy Coordination**

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**Purpose**

The purpose of this policy is to establish a unified and strategic framework for the County of Riverside's legislative advocacy efforts at the Local, State, and Federal levels.

**Applicability**

This policy applies to all non-elected County departments and all other boards, commissions, and committees established by the Board of Supervisors and/or coordinated and staffed by non-elected County departments.

While independently elected offices, including the individual members of the Board of Supervisors, the Assessor-Clerk-Recorder, the Auditor-Controller, the District Attorney, the Sheriff, and the Treasurer-Tax Collector, are not bound by this policy, they are encouraged to share their legislative priorities with the Executive Office to promote alignment and coordination.

**Policy**

**I. Legislative Platform**

The County's Legislative Platform is the official policy guide for advocacy efforts. It is developed by the Executive Office in collaboration with departments, legislative advocates, and other stakeholders, and is approved by the Board of Supervisors for a two-year term in even-numbered years. In the off-year, a mid-session update is prepared and presented to the Board of Supervisors. The platform may be amended at any time by Board action.

Advocacy on matters not addressed in the platform requires prior Board approval, unless urgent circumstances arise, in which case the Board Chair, in consultation with the Executive Office, may authorize interim action.

**II. Advocacy Coordination**

The Executive Office serves as the central clearinghouse for all legislative, regulatory, and funding advocacy on behalf of the County. All non-elected County departments must coordinate with the Executive Office before expressing support for or opposition to any legislation, regulation, or funding proposal.

Non-elected departments must not take independent positions or engage in advocacy activities without prior coordination. This includes:

- Letters of support, opposition, or comment
- Testimony
- Communications with local, state, or federal elected officials
- Participation in advocacy days
- Briefings and tours

If actual or potential legislative advocacy conflicts arise between departments, the Executive Office will facilitate resolution in consultation with the affected parties.

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**III.      Associations and Partnerships**

The Executive Office will maintain a list of statewide and national advocacy associations in which the County participates. Departments must notify the Executive Office of their involvement in association committees or leadership roles and share relevant alerts, bill lists, and advocacy priorities.

**IV.      Reporting**

The Executive Office will provide regular updates to the Board of Supervisors, including correspondence sent by the County, the California State Association of Counties (CSAC), the National Association of Counties (NACO), and the Urban Counties Caucus (UCC), and summaries of advocacy activities.

The Executive Office will maintain a Legislative Advocacy webpage with the current Legislative Platform, legislative updates, and County positions on legislation.

**Reference:**

Minute Order 11/23/1976 (Rescinded 06/12/1984)  
Minute Order 06/12/1984 (Rescinded 09/24/1984)  
Minute Order 09/24/1984 (Rescinded)  
Minute Order 3.12 of 12/20/1994 (Rescinded)  
Minute Order 3.4 of 01/06/1998  
Minute Order 3.7 of 11/07/2006  
Minute Order 3.28 of 04/18/2017  
Minute Order 3.11 of 05/23/2017  
Minute Order 3.8 of 05/21/2019  
Minute Order 3.63 of 12/16/2025

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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<b>LEGISLATION COORDINATION</b>	<b>A-27</b>	<b>1 of 3</b>

**Policy:**

The purpose of Riverside County's Legislative Coordination Policy Program is to support legislation which benefits the County and its residents, and to oppose/amend legislation which might adversely affect the County.

No Department shall take any action that would imply the County's support or opposition to any pending legislation and/or regulation in the absence of or inconsistent with an adopted Board position. Excluded from this policy are the offices of the Sheriff, District Attorney, Auditor Controller, Treasurer Tax Collector, & Assessor Clerk Recorder. The following specific procedures are instituted to facilitate active participation by Departments, allow the Executive Office to act as a centralized "clearinghouse" for legislative matters, and to ensure that all advocacy efforts are entirely consistent with Board-approved positions:

**A. LEGISLATIVE/REGULATORY PLATFORM**

The County's Annual Legislative Platform serves as a guideline for the County's advocacy efforts led through the Executive Office in cooperation with County agencies, Departments, and Legislative Advocates.

The Legislative Platform is the official policy/agenda for a term of two years and a yearly evaluation will be done during the current term for any necessary updates, and or changes. The Platform can be amended at any time during the year through Board Action by the Executive Office. The Platform serves as a tool for focusing on and achieving the County's primary legislative goals, as well as a reference for evaluating similar legislation under consideration at the State/Federal levels.

The following process is used to develop the County's State Legislative/Regulatory Platform:

1. Every Fall, the Executive Office solicits proposals from all departments and local agencies for legislation to sponsor, support, and oppose.
2. The Executive office will review proposals and incorporate those that will improve or assist county operations and our region
3. In January of each year, the County Executive Office shall present the Legislative/Regulatory Platform to the Board of Supervisors for consideration.

**B. PROCESS OF SUPPORTING & OPPOSING LEGISLATION (SEE WORKFLOW ON ATTACHMENT 1)**

County Departments are responsible for monitoring legislation in their specific areas and bringing bills which have a potential major impact on the County to the attention of the County Executive Office. The process for obtaining a County position on pending legislation is as follows:

1. Legislative Action request with an analysis is submitted to the Executive Office by a Department, Lobbyist, Legislator, Association, or the Board of Supervisors.
2. The Executive Office will review the analysis. If the Executive Office is not in concurrence with the recommendation, or if the bill potentially affects more than one department, the Executive Office will work to achieve a consensus position among the departments involved.

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After reviewing the analysis of the legislation, the Executive Office will make one of the following determinations:

**a. A POLICY POSITION EXISTS AND IS REFERENCED IN THE CURRENT LEGISLATIVE/REGULATORY PLATFORM**

- (i) The Executive Office will notify the Chairman's Office and then send a letter of Support or Opposition of the legislation with the Chair's signature
- (ii) The Executive Office is then directed to bring as a consent item a copy of the letter to the next Board Meeting.
- (iii) The Executive Office will work with the Advocacy Team, the Board of Supervisors, and Department to achieve the desired outcome.

**b. A POLICY POSITION DOES NOT EXIST AND THERE IS INSUFFICIENT TIME TO TAKE THE ITEM TO THE FULL BOARD; THEREFORE:**

- (i) If the pending legislation is of critical importance and requires immediate action which cannot be facilitated through the formal action process because; the Board is not in session or because there is insufficient time for the item to be brought to the attention of the full board for discussion; therefore, it can be brought to the attention of the Board Chair and Vice-Chair for immediate action.
- (ii) After receiving approval from both the Chair & Vice-Chair, The Executive Office will then send a letter of support or opposition with the signatures of the Chair & Vice-chair.
- (ii) The Executive Office is then directed to bring as a consent item a copy of the letter to the next Board Meeting.
- (iii) The Executive Office will work with the Advocacy Team, the Board of Supervisors, and Department to achieve the desired outcome.

**c. A POLICY POSITION DOES NOT EXIST AND THERE IS SUFFICIENT TIME TO TAKE THE ITEM TO THE FULL BOARD; THEREFORE:**

- (i) The Executive Office will prepare the policy item (Form-11) for placement on the Board's agenda. Each Bill will be submitted as a separate Form-11 and have the effected Department as a Co-Sponsor of the Form-11.
- (ii) After approval from the Board, The Executive Office will then send a letter of support or opposition with the Chair's Signature
- (iii) The Executive Office will work with the Advocacy Team, the Board of Supervisors, and Department to achieve the desired outcome.

Any written correspondence in opposition or support for legislation sent to State or Federal legislators shall state the authority under which the letter was written (Per Legislative Platform, By Unanimous Support of the Board, or Majority Vote. It should also include the date version of the bill. When using the Facsimile signature, the Executive Office must present to the Clerk of the Board confirmation from the Chairs Office through the form of an email.

**C. LEGISLATIVE WEBSITE & RESOURCES**

The County Executive Office shall maintain the Legislative & Governmental Affairs Website updated while the Legislator is in session.

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**D. LEGISLATIVE ADVOCACY**

It is the primary responsibility of the Executive Office and the County's Legislative Advocates to work in cooperation with Department/Agency Heads to advance the official County position as bills progress through the legislative process. Such advocacy may include direct interaction with members of the Legislature and their staff, Committees, and local or regional governmental decision-making bodies (e.g., city councils, CSAC, WRCOG, SCAG, etc.).

**No Department shall take any action that would imply the County's support or opposition to any pending legislation and/or regulation in the absence of or inconsistent with an adopted Board position.**

The following procedures address appropriate advocacy activities:

**1. Testimony**

- a. Appropriate County staff shall be authorized to advocate before the Legislature and their staff, committees, and local or regional governmental decision-making bodies **on policies consistent with the Board of Supervisors formal action**. Proposed testimony and related materials shall be filed, in advance when feasible, with the Executive Office.
- b. Advocacy efforts involving **policy issues not formally adopted by the Board of Supervisors** shall receive prior authorization by the Board of Supervisors via the Legislation process in Attachment 1. Under compelling circumstances, the Chairman of the Board and/or Executive Officer shall be authorized to approve interim testimony which is crucial to the County. This interim testimony shall be consistent with general County policies. Preparation of such testimony and materials shall be coordinated with the Executive Office.
- c. Testimony of a non-policy nature (i.e., information of a technical or factual nature) may be presented without prior specific Board authorization.
- d. The Executive Office shall coordinate with the County's Legislative Representatives the scheduling of presentations before Legislators, staff members, and Committees.

**E. LEGISLATIVE REPORTS TO THE BOARD**

1. The County's Legislative Advocates and or the Executive Office shall provide to the Board, monthly reports on the progress of County-sponsored legislation and issues at the forefront of discussion at State/Federal levels that may have a fiscal and/or operational impact on the County. Included in the reports shall be known formal positions of notable associations/organizations of elected County department heads.

**Reference:**

Minute Order 11/23/1976 (Rescinded 06/12/1984)

Minute Order 06/12/1984 (Rescinded 09/24/1984)

Minute Order 09/24/1984 (Rescinded)

Minute Order 3.12 of 12/20/1994 (Rescinded)

Minute Order 3.4 of 01/06/1998

Minute Order 3.7 of 11/07/2006

Minute Order 3.28 of 04/18/2017

Minute Order 3.11 of 05/23/2017

Minute Order 3.8 of 05/21/2019 **ATTACHMENT 1-FLOWCHART OF SUPPORTING & OPPOSING LEGISLATION**

COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

COUNTY'S PROCESS OF SUPPORTING OR OPPOSING LEGISLATION

