



Memorandum

Date : JULY 7, 2025

To : POLICY AND PROCEDURE COMMITTEE
KATHRYN ELLEN DOI, CHAIR
JACOB STEVENS, MEMBER

From : TIMOTHY M. CORCORAN
ROBIN P. PARKER

Subject : DISCUSSION AND CONSIDERATION OF PROPOSED REVISIONS TO THE BOARD ADOPTED DELEGATION OF AUTHORITY TO THE EXECUTIVE DIRECTOR TO PROCEED WITH THE RULEMAKING PROCESS TO INCLUDE NON-SUBSTANTIVE CHANGES SUGGESTED BY THE FAIR POLITICAL PRACTICES COMMISSION

At the April 26, 2002, General Meeting the Board delegated to the Executive Director the ministerial duty of proceeding through the rulemaking process in compliance with the Administrative Procedure Act. All substantive changes to the proposed text suggested by Board staff, the public, or the Office of Administrative Law ("OAL") would be brought before the members at the next meeting. Non-substantive changes suggested by OAL or staff would be submitted to the Executive Committee for consideration and ultimately reported to the Board at the next meeting. This enables staff to timely incorporate non-substantive changes and proceed with the rulemaking process.

Proposed amendments to the Board's Conflict of Interest Code were recently submitted to the Fair Political Practices Commission ("FPPC") for review. During this review, FPPC suggested non-substantive changes. As there was no Board policy that addressed this scenario, the delegation noted above was followed.

The staff proposes amending the delegation to the Executive Director to include non-substantive changes suggested by the FPPC. The proposed additions are underlined and highlighted yellow as follows:

The Board delegated to the Executive Director the ministerial duty of proceeding through the rulemaking process in compliance with the Administrative Procedure Act. All substantive changes to the proposed text suggested by Board staff, the public, the Fair Political Practices Commission ("FPPC"), or the Office of Administrative Law ("OAL") would be brought before the members at the next meeting. Non-substantive changes suggested by OAL, FPPC, or staff would be submitted to the Executive Committee for

consideration and ultimately reported to the Board at the next meeting.

All new and revised Board policies are first reviewed by the Committee on Equity, Justice and Inclusion prior to Board consideration. The Committee on Equity, Justice and Inclusion will review this policy at its meeting on July 31, 2025. If the Committee approves this revised delegation, the full Board will discuss and consider it at the August 1, 2025, General Meeting.

If you have any questions or require additional information, please contact me at (916) 244-6774 or Robin at (916) 244-6776.