



SALLY J. LIEBER

VICE CHAIR
CALIFORNIA STATE BOARD OF EQUALIZATION

MEMORANDUM

Date: March 28, 2025

To: Ted Gaines, Chair, Board Member, First District
Antonio Vazquez, Board Member, Third District
Mike Schaefer, Board Member, Fourth District
Malia M. Cohen, State Controller

From: Sally J. Lieber, Vice Chair, Board Member, Second District

Re: Amendment to the Board Governance Policy – Guidelines for Presenting a Legislative Bill for Board Support or Opposition

This memorandum is in support of a request for the Board to consider an amendment to the Board Governance Policy at the April 29, 2025, Board Meeting to include guidelines for presenting a legislative bill for Board support or opposition.

To ensure timely, robust, and open discussions – with full public participation -- regarding formal Board support for or opposition to bills under consideration by the California Legislature and the Governor, I respectfully suggest that the Board adopt the following protocols and procedures reflected below as “Guidelines for Presenting a Legislative Bill for Board Support or Opposition.”

These guidelines, if adopted, would be included as an amendment to the Board Governance Policy.

Guidelines for Presenting a Legislative Bill for Board Support or Opposition

Pursuant to the Board’s authority under Gov. Code, section 15606(a) to prescribe rules for its own governance and the transaction of its business, and section 15609 to hold meetings each month at times and places in the state for performing its duties, the Board has established these guidelines for presenting a legislative bill for Board support or opposition.

Recognizing the Board’s constitutional and statutory responsibilities, the Board may consider supporting or opposing bills under consideration by the California Legislature and the Governor relevant to those responsibilities.

Nothing in these guidelines shall be interpreted as restricting or limiting the ability of a Board Member, in their individual capacity as a Board Member, expressing or communicating in writing or by other means their personal opinion on any legislation or policy issues.

Requests to discuss and possibly act on legislation shall be presented timely by Board Members to the Chair of the Board through the Executive Director and Board Proceedings

Subject to the Chair's approval, the item may be placed on the agenda of the immediately upcoming meeting.

Each request for action on legislation shall include a memorandum submitted by the Board Member requesting such action that addresses the following:

- *How the bill is within BOE's jurisdiction (germaneness)*
- *The policy issue the proposed bill is addressing*
- *The fiscal impact of the bill, if known*
- *Administrative impacts of the bill at the state and local level, if known*
- *A link to the bill's text*
- *A link to the most recent bill analysis(es), if available, prepared by legislative committees, the Board of Equalization's Legislative, Research & Statistics Division, and any other relevant government agency.*

In furtherance of timely, robust, and open discussions of legislation, Board Members acknowledge Government Code section 15600(j) that a Board Member shall not interfere with or influence the process of the agency's legislative analyses, revenue analyses, or any other form of technical assistance requested by the Governor or the Legislature.

Spot bills should not be included for Board support and requests for support are limited to three bills per Member at each monthly meeting.

I look forward to discussing these proposed Guidelines for Presenting a Legislative Bill for Board Support or Opposition.

Sincerely,



Sally J. Lieber, Vice Chair

cc:

Mr. Matt Cox, Chief Deputy, Office of Chair Ted Gaines

Mr. Douglas Winslow, Chief Deputy, Office of Vice Chair Sally J. Lieber

Mr. Alexander Fay, Staff Counsel, Office of Member Antonio Vazquez

Mr. Cody Petterson, Chief Deputy, Office of Member Mike Schaefer

Mr. Hasib Emran, Deputy State Controller

Ms. Yvette M. Stowers, Executive Director

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