



RESOLUTION No. _____

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION SUPPORTING THE ADOPTION OF A POLICY OF THE COUNTY OF NEVADA ALLOWING ELECTRONIC AND FACSIMILE SIGNATURES ON CERTAIN OFFICIAL DOCUMENTS

WHEREAS, the County of Nevada wishes to allow electronic and facsimile signatures on certain official documents as allowed by California Government Code sections 16.5 and 25103; and

WHEREAS, Government Code section 25103 requires a resolution by the Board of Supervisors authorizing the use of facsimile signatures of the chairperson on official documents; and

WHEREAS, the use of electronic and facsimile signatures will support the increasing need for remote execution of documents; and

WHEREAS, the use of electronic and facsimile signatures will support the County's Sustainable Initiative goals by reducing the consumption and storage of paper documents and the maintenance and supply of printers; and

WHEREAS, there are associated costs and County staff time savings identified with the use of electronic and facsimile signatures.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Supervisors of the County of Nevada, State of California authorizes the use of electronic and facsimile signatures in the furtherance of the execution of certain official documents including Resolutions, Ordinances and Minutes of the Board of Supervisors and authorizes the Purchasing department to complete and implement a policy allowing electronic signatures on certain official documents with the following guidelines:

1. The Chair of the Board of Supervisors shall be required to personally sign all original Resolutions, Ordinances and Minutes except during emergency situations such as a Public Safety Power Shutoff, a County-wide shelter-in-place order, or other extenuating circumstances.
2. If the Chair of the Board of Supervisors uses electronic or facsimile signatures during an emergency event the Clerk of the Board will maintain evidence that the electronically signed documents were delivered to the Chair of the Board of Supervisors as required by California Government Code section 25103.