

CALIFORNIA PRIVACY PROTECTION AGENCY

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Date: December 9, 2024

To: California Privacy Protection Agency Board
(Meeting of December 19, 2024)

From: Philip Laird
General Counsel
California Privacy Protection Agency

Subject: Board Handbook

This memorandum provides staff's recommendation to the Board to adopt a Board Handbook to serve as a ready reference to legal requirements, Board policies, practices, and agreements. Memorializing and collecting this information into a Board Handbook can help Board Members easily review relevant information, and more broadly, can help ensure an efficient, effective, and uniform approach to the Board's engagement with—and oversight of—the California Privacy Protection Agency (CPPA).

Background

Nearly all existing California boards and commissions have adopted some form of a Board Handbook to serve as a ready reference of important laws, regulations, board policies, and agreements by board members on how they will engage their work, the public, and each other. The goals of such a handbook include helping board members orient to and perform their roles, maximizing the state body's effectiveness and efficiency, and ensuring consistency through transitions in member appointments.

To date, the CPPA Board has operated without a comprehensive Board Handbook. At the Board's inaugural meeting on June 14, 2021, a draft Board Handbook was considered but ultimately deferred in order to further evaluate its contents and prioritize other Agency start-up functions. The Board then considered an updated draft of the Board Handbook at its September 8, 2023 meeting. Board Members provided feedback on the draft at that meeting, and after that meeting, had an opportunity to provide additional individual feedback to staff. An updated draft of the Board Handbook was scheduled to be considered at the Board's March 8, 2024 meeting, but due to time constraints, it was deferred.

The Board Handbook presented for consideration as part of this Agenda Item incorporates feedback provided by Board Members since the September 8, 2023 Board meeting. In addition, suggestions raised since publication of the March 2024 version of the Handbook are noted in blue underline. Where feedback from Board Members was inconsistent, staff made aligning changes to the extent possible.

Recommendation

Staff recommends that the Board adopt the revised Board Handbook included in these materials.