PROTOCOL
FOR BOARD OF SUPERVISORS APPOINTMENTS
(updated 01/07/25)

1. Appointments Covered

Unless a different procedure is prescribed by law or policy, this protocol shall govern appointments of members of the public made by the Board of Supervisors or any individual Board member to boards, committees, or commissions, whether formed under the auspices of the County or an outside agency. See **Attachment A.** This protocol shall not apply to appointments by the Board as a whole of individual Board members to represent the Board on outside agency boards or committees, or on County subcommittees.

This protocol is not intended to apply to appointments the Board makes to fill seats on special district boards which are normally elected, nor to restrict the ability of the Board to make emergency appointments as defined in the Maddy Act.

2. Appointments by Individual Board Members

Whenever an authorizing law or policy provides that an appointment of a member of the public to a board, committee, or commission may be made by an individual Board member, the Board member making such appointment shall inform the Board by placing onto the consent agenda of a Board meeting one item substantially in the form of **Appendix 1.** Board members shall endeavor to bring such item to the Board in advance of the effective date of the appointment, and at least three days prior to the next meeting of the board, committee, or commission to which the appointment is being made.

3. Appointments by the Board as a Body (Defined as At-Large)

Whenever an authorizing law or policy provides that an appointment of a member of the public to a board, committee or commission shall be an “at large” appointment by the Board as a whole, the Clerk of the Board shall notify all Board members of the opportunity for such appointment by placing onto the consent agenda of a Board meeting an item substantially in the form **as follows:**

When the opportunity for appointment by the Board arises as the result of an **unscheduled vacancy,** the Clerk of the Board shall place such item on the consent agenda of the Board meeting occurring next after the posting of the notices required under the Maddy Act. **Pursuant to California Code 54974, a special vacancy notice shall be posted in the office of the Clerk of the Board not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final appointment shall not be made by the legislative body for at least 10 days after the posting of the notice of vacancy. The Clerk of the Board shall place onto the consent agenda of a Board meeting one item substantially in the form of Appendix 2.**

When the opportunity for appointment by the Board arises as the result of a **scheduled vacancy**, the Clerk of the Board may place such item on the consent agenda of any Board meeting occurring **two weeks prior to the term expiration in the form of Appendix 3.**

The Clerk of the Board will then schedule an additional agenda item to Consider Making the At-Large Appointment substantially in the form of **Appendix 4**. **This updated process will allow for Boards/Committees/Commissions to have a shorter term of vacancy for scheduled vacancies while waiting to make the necessary appointment.** The Board may continue the item following discussion at scheduled meeting if desired to allow for additional time and/or applications.

Regardless of whether a subcommittee is used to screen applications, all applications shall be attached to the agenda item for consider to be appointed. Each applicant shall be contacted by the Clerk of the Board to be invited to attend the meeting. This process will ensure that all At Large positions would be handled in the same matter and that each appointment would allow at least a four-week timeframe for recruitment of qualified applicants.

When the Consent Agenda Item entitled "Notice of Vacancy" gets approved, a copy of the item will be sent to the County Administrative Officer (CAO) attention to the Public Information Officer (PIO) for release as a news update throughout the various ADA compliant social media platforms to help recruit applicants.

4. Committees, Commissions, and Boards Exempt from Appointment Protocol

There are exceptions to Protocol requiring only one agenda item before the Board. These At-Large appointments can be brought to the Board on one agenda Item under Consent by the Clerk of the Board based on applications, recommendations by the district specific Supervisor, recommendation by the Committee, Commissions, or Board or for various other reasons. See **Attachment B.** If no applications have been received within the four-week acceptance period, a new consent agenda item will be added to the scheduled appointment date to re-notice the vacancy. This agenda item will state that there are no current applications and allow for an additional four-weeks for applications.

5. Regular Review of Vacancies

In addition to the foregoing, the Clerk of the Board shall bring forward an agenda item to the Board, not less than four times per year, listing all current vacancies on boards, committees, and commissions, as well as any vacancies that are scheduled to occur within the three months following the date of the agenda item. This item will now be sent to the PIO for immediate news release on the various ADA compliant social media platforms to help recruit applicants.

6. Stored Applications

The Clerk of the Board will collect all applications throughout the year for Committees, Commission, and Boards. These applications will be considered current

for two calendar years after the date of receipt. These applicants will be contacted if any vacancies occur as to assure their consideration for appointment.