

(ATTACHMENT B)
PROTOCOL
FOR BOARD OF SUPERVISORS APPOINTMENTS

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. 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 as a whole by placing onto the agenda of a Board meeting an 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

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 agenda of a Board meeting an item substantially in the form of Appendix 2 which is the Notice of Vacancy.

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 agenda of the Board meeting occurring next after the posting of the notices required under the Maddy Act.

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 agenda of any Board meeting occurring not less than 10 days prior to the scheduled vacancy.

The Clerk of the Board will then schedule an Agenda Item as seen on Appendix 3 which is Consider the Appointment. This item will be schedule four (4) weeks after the Notice of Vacancy agenda item. The Clerk of the Board's office will then accept applications and contact current applicants on file to form the applicant list. Current

applications will be deemed as those received within the past 12 months. All applications and the applicant list will be attached to the scheduled agenda item. The agenda item will be presented to the Board of Supervisors as a departmental item from the Clerk of the Board.

4. District Recommended At-Large Appointment Protocol

There are exceptions to this Protocol requiring only one agenda item before the Board. These At-Large appointments could 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 Exhibit 1.

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.