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.2 Intent

- **.2.2 Purpose**

The purpose of this policy is to establish the process whereby vacancies on Boards, Committees, Commissions and Districts which are to be filled by appointment of the Board of Supervisors, will be made and to set the procedure for the Board to comply with the requirements of the Local Appointments List Law, pursuant to Government Code Section 54970 et seq.

- **.2.4 Responsibilities of Employees for Operation of Vehicles**

A. Local Appointments List, hereafter known as "Appointments Roster", is the responsibility of the Clerk of the Board to complete, on or before December 31 of each year, in compliance with Government Code Section 54970 et seq. The List shall contain the following:

1. A list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of the appointment, the date the term expires, and the necessary qualifications for the position.
2. A list of all boards, committees and commissions whose members serve at the pleasure of the Board of Supervisors, and the necessary qualifications for each position.

B. County of Glenn Boards, Committees and Commissions, hereafter known as "BCC?s", will be the responsibility of departments assigned to coordinate the activities of the individual BCC?s to ensure that the Appointment Policy is followed, as it relates to the various BCC?s for which they are responsible to provide staff support. In the event there is no responsible department, the Clerk of the Board will be the responsible entity.

C. Special Districts, such as cemetery districts, fire protection districts and resource conservation districts, etc., which are under the jurisdiction of the Board of Supervisors' appointing authority, shall have the following process:

1. The Clerk of the Board will notify the districts of any unscheduled vacancies which will occur on their Boards ninety (90) days prior to the vacancy occurring in accordance with Government Code Section

1779. The procedure to fill such vacancies will follow those set forth in Chapter 16.04 and as required by Government Code Section 54970, and will be originated by the Clerk of the Board.

D. Limited term ad hoc committees are occasionally created by the Board of Supervisors for a specific purpose, project or function. Ad hoc committees are generally made up of department heads and Board of Supervisors members. However, the Board may opt to appoint certain members of a Board, Committee, Commission, County staff, or the general public. Once the purpose, project or function has been fulfilled, the ad hoc shall be dissolved by the Board of Supervisors.

E. Any BCC shall cease to exist upon the accomplishment of the special purpose for which it was created, or when abolished by a majority of the Board of Supervisors. The Clerk of the Board shall provide at the last Board meeting of each year a list of all existing County BCC's for the Board of Supervisors' consideration of elimination of BCC's whose functions or purpose have been fulfilled, or where the mandate or purposed for the creation of the BCC has expired. Departments may offer advisement and/or recommendation for the Board's consideration.

F. At the first Board of Supervisors meeting each calendar year the Board of Supervisors shall appoint and/or reappoint for their membership on certain County BCC's and department liaison assignments. Appointments shall be for the term of one calendar year. In addition, the Board shall make assignments as County representatives to certain national, state and regional bodies as appropriate.

- **.2.6 Definitions**

A. Vacancy: A vacancy shall be defined per Government Code Section 1770.

B. Scheduled Vacancy: A scheduled vacancy occurs when the term-of-office has expired. Any incumbent wishing to retain their seat on a BCC must seek re-appointment when their term has expired.

C. Unscheduled Vacancy: An unscheduled vacancy occurs when a term-of-office is vacated by the incumbent prior to the end of the term.

- **.2.8 Appointment Application**

A. Individuals wishing to serve on any County Board, Commission, Committee (BCC) or District under the jurisdiction of the Board of Supervisors shall complete an Appointment Application.

B. Members of BCC's who wish to continue to serve in their appointed capacity for an additional term are required to complete and submit a new Appointment Application, or may update and resubmit their original application if no pertinent information has changed.

C. All completed applications shall be delivered to the Clerk of the Board.

D. The Clerk of the Board shall forward a copy of each application received to the department assigned for each BBC with a vacancy, to base its recommendation to the Board of Supervisors. However, the Board of Supervisors retains full appointing authority to select and appoint new members.

E. In the event that multiple applications are submitted for an "At Large" position, the Board of Supervisors may choose to conduct interviews. If selected for interview, applicants will be notified of the date, time and location of the interviews. Interviews by the full Board shall be scheduled only for "At Large" appointments. Applicants for District appointments may be nominated by the District Supervisor.

F. All qualifying applications for a vacancy will be submitted to the Board of Supervisors for consideration, selection and appointment.

G. When a vacancy exists on a BCC and no applications have been submitted, the vacancy will be continued until such time as an appointment is made. The Board of Supervisors may, at any time, move to continue an appointment to a subsequent date.

H. Appointment Applications shall be made available to the public at the Clerk of the Board office and on the County's website.

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