



Published on *County of Glenn* (<http://www.countyofglenn.net>)

[Home](#) > Vacancy Procedure

.4 Vacancy Procedure

- **.4.2 Scheduled Vacancy**
 - A. Sixty to ninety days prior to the expiration of the term-of-office, the Clerk of the Board will notify the responsible department in writing of the upcoming vacancy. This notification will include:
 1. Name of the Board, Committee or Commission (BCC) in which the vacancy will occur;
 2. Name of the person whose term is ending and the area of representation on the BCC;
 3. Date the term expires;
 4. Date that appointments will be considered by the Board of Supervisors;
 5. Specified date that the department's recommendation and the applications of those that are interested in serving on a BCC, must be received by the Clerk of the Board.
 - B. Upon receipt of the notification stated above by the Clerk of the Board, the responsible department shall:
 1. Contact the individual(s) of his/her upcoming expiration of the term-of-office;
 2. Provide the individual with a County Appointment Application to be completed and returned to the Clerk of the Board by a specified date given to the department.
 - C. The Clerk of the Board will notice the upcoming vacancy per the requirements for posting as set forth in Government Code Section 54974. The notice will be posted so that any potential applicant has a minimum of ten working days from the date of the posting to seek the appointment.
 - D. Emergency appointments to BCC will be made pursuant to Government Code Section 54974(b).
 - E. The Clerk of the Board will agendize for BCC appointments to be considered by the Board of Supervisors at a regular Board meeting.
 - F. Once appointments have been made by the Board of Supervisors, the Clerk of the Board will notify the applicant of his/her appointment and process the necessary ?Oath of Office?.

G. The Clerk of the Board will notify those applicants not appointed of the Board of Supervisors? decision, thanking them for their participation and encourage them to continue seeking vacancies on other committees in which they may be interested in serving.

.4.4 Unscheduled Vacancy

A. Immediately upon notification of an ?unscheduled vacancy? on a Board, Committee or Commission (BCC), the responsible department or BCC will notify the Clerk of the Board, in writing, of the unscheduled vacancy, including forwarding the original letter of resignation if available. This notification must include:

1. Name of the BCC in which the vacancy will occur;
2. Name of the person who is unable to complete their term-of-office and the reason the vacancy occurred
3. Date the term expires;
4. Any requirements for the position (e.g. district residency, voter registration or professional or educational requirements, etc.) and any other pertinent information which will be useful in filling the vacancy.

B. Once the Clerk of the Board has received the written notification, the vacancy notice will be posted, not earlier than twenty (20) days before or not later than twenty (20) days after the vacancy occurs. The vacancy will be noticed per the requirements for posting as set forth in Government Code Section 54974.

C. During the period of the notice being posted, the responsible department or BCC should seek a replacement for the vacant position and provide an appointment application to those that are interested in serving. The application shall then be forwarded to the Clerk of the Board, along with recommendation from the department or BCC, for placement on the Board of Supervisors' agenda.

D. Emergency appointments to BCC will be made pursuant to Government Code Section 54974(b).

E. The Clerk of the Board will place BCC resignations on the agenda under Reports and Notices for the Board of Supervisors to recognize resignations as they occur at a regular Board meeting, and initiate a vacancy to be posted as set forth in 16.04.04(B).

F. The Clerk of the Board will place appointments on the agenda to be considered by the Board of Supervisors at a regular Board meeting.

G. Once appointments have been made by the Board of Supervisors, the Clerk of the Board will notify the applicant of his/her appointment and process the necessary ?Oath of Office? if required.

H. The Clerk of the Board will notify those applicants not appointed, of the Board of Supervisors? decision, thanking them for their participation and encourage them to continue seeking vacancies on other committees in which they may be interested in serving.

-->