

## **Title V – Administration and Legislation**

### **Section 120 - Appointments to County Advisory Bodies**

The Board of Supervisors establishes various Boards, Commissions, and Committees to serve as advisory bodies on issues of concern to residents of Santa Cruz County. Presently there are approximately 30 County advisory bodies in existence. Each advisory body is assigned to a particular County department, which serves as its staff and provides administrative and clerical support.

When a new County advisory body is formed, or the Clerk of the Board is informed of a vacancy, a vacancy is posted in the Office of the Clerk of the Board of Supervisors and on the website. Applications (available through the Clerk of the Board or the Board of Supervisors or on-line) should be filled out by qualified interested parties and submitted directly to the Board of Supervisors. Once submitted, the original application is filed with the Board of Supervisors, a copy is routed to all Supervisors, and a copy given directly to the Supervisor in whose District the applicant resides. Completed applications are not available on-line.

Supervisors wishing to make appointments to a vacancy in their District must adhere to all provisions of Santa Cruz County Code Chapter 2.38 Boards, Commissions, Committees and Department Advisory Groups. This includes specifications for appointment processes and timelines for both scheduled and unscheduled vacancies. The individual Supervisor making the nomination places appointment memos on the Board's agenda as a consent item. Supervisors may appoint qualified individuals that are residents of or employed in Santa Cruz County, unless appointing to a group established jointly with an out-of-County entity. Supervisors usually appoint from within their District but have the option to pull from applicants outside their District if they so desire.

At-large appointments are those advisory body appointments filled by the Board as a whole. Supervisors wishing to make a nomination to an at-large vacancy must adhere to all provisions of Santa Cruz County Code Chapter 2.38 Boards, Commissions, Committees and Department Advisory Groups. In the instance of an unscheduled at-large vacancy, a letter notifying the Board of the existing vacancy is put on the agenda by the Chairperson of the Board. Supervisors may then make nominations for appointment to be considered at least 20 days after the special notice of vacancy has been posted.

Nominations for at-large vacancies are placed on the consent agenda with final appointment to be made at the next meeting of the Board, or any later meeting. If an at-large appointment is for a vacancy which is to be filled by the appointment of a person nominated by a specified group, agency or organization, then the appointment may be immediately scheduled for action on the Consent Agenda upon receipt of a letter from the specified group, agency or organization making a nomination for the vacancy.

After appointments by the Board have been made, a welcome letter is sent to the newly appointed Commissioner (usually sent via email) from the Clerk of the Board. This letter

includes information regarding their term of office, required training, important procedural requirements, and contact information for their respective staff liaison. Staff liaisons and the County Clerk (when Form 700 is required) are included when the letter is sent for tracking purposes, and to initiate other onboarding procedures as necessary.

All members of any County commission, committee or department advisory body must complete an Oath of Office prior to participating as a voting member in any items of business of the advisory body to which he/she has been appointed. The Clerk of the Board includes a prepared Oath of Office form with their welcome letter along with information on how to complete the Oath of Office. The oath can only be administered by a member of the Clerk of the Board's office, or before a notary public. Each Oath of Office is specifically tied to the individual's term on the specific commission, committee or advisory body, and therefore may not apply to more than one term or seat.

Commissions or committees deemed to possess decision-making authority shall develop and adopt a conflict-of-interest code in accordance with the Political Reform Act of 1974, maintained by the staff liaison. Members of commissions or committees with a conflict-of-interest must comply with Form 700 filing requirements, including the following:

- Assuming Office Statement – due within 30 days of starting position
- Annual Statements – due April 1<sup>st</sup> of every year served
- Leaving Office Statement – due within 30 days of leaving position

Upon appointment to a Santa Cruz County commissions or committees, members receiving any type of compensation, salary, stipend or expense reimbursement are also required to comply with Assembly Bill 1234 (Ethics Training for Local Officials) and Assembly Bill 1661 (Sexual Harassment Prevention Training).

The Board of Supervisors will keep a roster of all Boards, Commissions and Committees. This roster contains a listing of the membership of each advisory body (including their home phone number and mailing address), the County staff person assigned responsibility for said advisory body, and the date on which each Commissioner's term of office is due to expire.

As a general rule, advisory bodies set up by Resolution have a set expiration date and are set up on a relatively short-term basis. Advisory bodies set up by Ordinance (Commissions), will serve at the pleasure of the Board of Supervisors until such time as the Commission and/or the Board of Supervisors feel that they are no longer needed.