



**County of San Diego**

**APPLICATION FOR APPOINTMENT TO A  
PLANNING OR SPONSOR GROUP VACANCY**

**(For Mid Term or Post Election Appointments Only  
NOT TO BE USED FOR REGULAR GROUP  
ELECTIONS)**

**GROUP NAME:**

\_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

SUPERVISORIAL DISTRICT: \_\_\_\_\_

**Current Membership on Other Boards, Commissions or Committees (BCC):**

Name of BCC:

Date Appointed

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Specialized Experience or Knowledge:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Occupational Experience:**

Employer:

Position Title:

Dates of Employment

Current: \_\_\_\_\_

Past: \_\_\_\_\_

Past: \_\_\_\_\_

**Statement of why you feel you would be the best candidate to fill this vacancy:**

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The undersigned agrees to comply with all Board of Supervisors policies pertaining to Community Groups and understands that Group members are subject to the open meeting requirements of the Ralph M. Brown Act.

By signing below, I declare that the information provided above is accurate and complete to the best of my knowledge.

If applying for a Planning Group: I declare that I am registered to vote within the Planning Group's boundaries.

If applying for a Sponsor Group: I declare that I currently own property in or reside within the Sponsor Group's boundaries.

If appointed I will file Form 700, Statement of Economic Interest in a timely manner as instructed in the appointment letter.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME ON VOTER'S REGISTRATION FORM: \_\_\_\_\_  
First Name Last Name

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**Planning Group – Internal use only:**

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Registrar of Voters confirmation:

I certify that the above is a registered voter of the \_\_\_\_\_ Planning Group for which he/she seeks to be appointed.

Voter ID # \_\_\_\_\_

Signed: \_\_\_\_\_  
Deputy Registrar of Voters

R.O.V. Date Stamp:

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This application is a public record and is subject to the rules of disclosure.

The information on pages one and two of this document will be scanned and posted as PDF documents to the Clerk of the Board's Web site.

The following private Information is for internal use only and will not be posted to the web site.

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NAME: \_\_\_\_\_ SUPERVISORIAL DISTRICT: \_\_\_\_\_

RESIDENCE ADDRESS:  
\_\_\_\_\_

MAILING ADDRESS (If different than above):  
\_\_\_\_\_

BUSINESS ADDRESS:  
\_\_\_\_\_

E-MAIL ADDRESS:  
\_\_\_\_\_

TELEPHONE NUMBERS (Include Area Code):  
HOME: \_\_\_\_\_  
CELL: \_\_\_\_\_  
WORK: \_\_\_\_\_

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## **Procedures to fill Planning or Sponsor Group Vacancies:**

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1. The Planning or Sponsor Group Chair shall inform PDS within 10 days following a vacancy (contact: Lisa Fitzpatrick at 858-694-3816 or email: Lisa.Fitzpatrick@sdcountry.ca.gov).
2. The Planning or Sponsor Group Chair posts a Vacancy Announcement (VA) in a public place in addition to contacting The Clerk of the Board of Supervisors (COB), Public Services at 619-531-5601.
3. Interested candidates complete an “Application For Appointment to a Planning or Sponsor Group Vacancy” which can be obtained from the Group or from the COB web site at: <http://www.sdcountry.ca.gov/cob/> or from <http://www.sdcountry.ca.gov/pds/index.html>
4. Applicant submits the application to the Planning or Sponsor Group.
5. Planning Group Chair confirms with the Registrar of Voters (ROV) that nominee is a registered voter. (ROV Fax Number: 858-694-2955). The Chair should include a coversheet with the return telephone number. The response should be received within 24 hours of transmission.
6. The Planning or Sponsor Group places the consideration and selection of applicants on their next meeting agenda.
7. The Agenda is posted in at least two public places.
8. All submitted applications are considered at the next scheduled Group meeting.
9. The Planning or Sponsor Group recommends one viable candidate.
10. The Group sends a letter to the District Supervisor with a copy of the candidate’s application, a copy of the vacancy announcement, and a copy of the meeting minutes that reflect the vote of the planning group recommendation (County of San Diego, Attention: Supervisor \_\_\_\_\_, 1600 Pacific Highway, Mail Stop: 500, San Diego, CA 92101).
11. The District Supervisor asks the COB to place the appointment on the next Board of Supervisors’ (BOS) meeting agenda.
12. The COB prepares and docket a Board Letter for the appointment.
13. After BOS approval, the COB will send a confirmation letter and a Form 700, Statement of Economic Interests (if applicable) to the newly appointed person. Copies of the letter are sent to the District Supervisor, the Group Chair, the ROV and PDS.
14. Once the candidate’s appointment is confirmed by the BOS, he or she may attend Group meetings as a Group member.