



CLERB Board Member Procedures

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BOARD MEMBER PROCEDURES

Board Members – This procedural manual is authorized by the CLERB BOARD.

Last revised by CLERB BOARD 8-6-2026

RESPONSIBILITIES

- Every two years, Board members are required to take the training and complete the State of California's Ethics Test. Information about the test will be provided to the Citizens' Law Enforcement Review Board ("CLERB") members by CLERB staff.
- Every year, Board members are required to submit the State of California's Form 700, Statement of Economic Interests by electronic form and signature by April 30th or County-assigned date.
- CLERB staff shall generate an Annual Report. The Board Chair shall provide an introductory column. Any Committee that completed its work in that year shall provide a summary of the work that had been completed.
- The Board Chair or Executive Officer is the spokesperson for CLERB and has the authority to speak to the media on behalf of CLERB. If a Board Member is contacted by media, then that Board Member shall refer media requests to the Board Chair or Executive Officer for response as soon as reasonably practicable.
- Board members shall not bring a weapon to the County Administration Center. This includes Board members who may have concealed carry permits.

BOARD MEMBER NOMINATION AND SELECTION

- **Two-prong approach:**
 1. ROBUST PUBLIC AWARENESS AND MEDIA CAMPAIGN
 - a. Press releases advertising the Board Member vacancy shall be provided and media outlets will be alerted directly or through the County Public Information Officer.
 - b. Enhanced community outreach efforts will be conducted, to encourage public participation. This shall occur through presentations made by CLERB's staff within San Diego County. These presentations may include:
 - i. The history of CLERB.
 - ii. CLERB's Mission.
 - iii. CLERB's processes and purpose (i.e. What we investigate and how complaints are filed and investigated).
 - iv. Investigators' responsibilities

- v. Board Member responsibilities, including time commitment expected for participation by Board Members. It is recommended that the ability for Board Members to review and maintain confidentiality and remain impartial is imperative.
- vi. Additional CLERB activities, including detention facility tours and inspections, and other training opportunities.

2. BOARD MEMBER APPLICATION PROCESS

CLERB's BOARD should consist of two Board members from each Supervisory District within the County of San Diego and one at-large member. This ensures that there is public representation from within all areas of the County.

c. Public Notice of a Board Member Seat Vacancy

- i. When there is an upcoming Board Member vacancy in a district, public notices shall be sent out through press releases and other direct communications to the communities and civic organizations in that district.
- ii. If possible, notices should be sent out 120 days prior to the opening and include the submission deadline. Notices will be sent earlier when there are unexpected changes.
- iii. Applicants should attend one CLERB Board meeting prior to, and as a requirement of submitting an application.
- iv. Applicants should submit their application directly to their District's Supervisor. Civic organizations or other individuals in that District can endorse an applicant, if desired.
- v. The District Supervisor or their designee should interview applicants and forward their recommendation to the Deputy Chief Administrative Officer (DCAO) or Designee.
- vi. Recommended applicants should be interviewed by the DCAO or their designee, CLERB Board Member(s) and a Human Resources Department designee.
- vii. Applicant must pass a background check as is approved by the County of San Diego.
- viii. Nomination of the applicant, pending the aforementioned steps, is made by the Chief Administrative Officer of the County of San Diego to the Board of Supervisors.

At Large Members shall be chosen from applicants from all Districts:

- i. Interview/selection by the FG3 DCAO or their designee, CLERB Board Member(s) and a designee of the Human Resources Department.
- j. The applicant must successfully pass a background check as is required and approved by the County of San Diego.
- k. Nomination of the applicant, pending the aforementioned steps, is made by the Chief
- l. Administrative Officer of the County of San Diego to the Board of Supervisors.

BOARD MEMBER EDUCATION

New Board members shall complete an orientation in accordance with the Rules and Regulations and an Orientation Manual within three months of being sworn in to the Board. Items to be included in the Orientation and Orientation Manual shall include, but not be limited to:

- Board Policy and Procedure Manual
- Ralph M. Brown Act information
- CLERB Fiscal Year Budget
- California Penal Code section 832.5, which establishes a procedure to investigate complaints by members of the public
- Civil Service Commission Information
- CLERB Historical Perspective
- CLERB Mission Statement
- CLERB Policy and Procedure recommendations adopted by the Sheriff's Department and the Probation Department
- CLERB Rules and Regulations
- County Administration Codes
- CLERB Counsel's Role
- County Government Overview
- Countywide map of San Diego Sheriff's Department Divisions
- Legal/Litigation affecting CLERB
- Most recent Annual Report
- National Association of Civilian Oversight of Law Enforcement (NACOLE) Code of Ethics

- Peace Officers Bill of Rights information
- San Diego County Charter Information establishing CLERB
- Fiscal Year Calendar
- Board members shall be given the opportunity to tour at least one of the local jails and/or detention facilities at least once during their first year of membership. Initial emphasis will be placed on arranging a tour of the San Diego Central Jail.
- New Board members shall participate in a ride-along with the Sheriff's Department within the first three months of joining the Board.
- Board members are encouraged to participate in any ride-along, classes, trainings, and opportunities that may arise. This shall be coordinated by the Sheriff's Department Liaison or Probation Department Liaison.
- Board members may request to attend the annual National Association of Civilian Oversight of Law Enforcement (NACOLE) conference and will be selected based on the budget.

BOARD OFFICERS

- At the regularly scheduled March meeting, the Board Chair will announce that she/he will be forming a Nominating Committee and that Board members interested in serving on that committee shall notify the Board Chair.
- At a regularly scheduled April meeting, an ad hoc Nominating Committee shall be appointed by the Board Chair in accordance with the Rules and Regulations. The Committee shall consist of no more than four Board members, which shall, in no event, constitute a quorum of the Board, one of whom shall be named the Committee Chair. The purpose of this Committee is to nominate Board Officers.
- The Board Chair shall announce the Nominating Committee Chair and Committee members at the regularly scheduled April meeting under New Business.
- Board members should state their interest to the Nominating Committee Chair if they are interested in becoming an officer. This should be done in writing.
- The Committee shall convene during the month of May. This may be done by e-mail or in person.
- The Nominating Committee Chair shall present a slate of nominations for Board officers at the June meeting using the script provided in Appendix C.

BOARD MEETING PREPARATION

After dissemination of the investigative reports, if board members have case questions or requests, please follow the recommended format:

- Please contact the appropriate Special Investigator and Supervising Special Investigator via e-mail. The assigned investigator should be the first name in the signature block at the end of the investigative report.
- If your question can be asked without sharing confidential information, please email the question. Confidential information includes Personal Identifiable Information (PII), Medical Information, SERF/PERF, Deputy/Officer Names. Case number and name, i.e. 25-100/Doe, are NOT confidential. You could refer to Deputies by the subject officer number in the report.
- If your question cannot be asked without sharing confidential information or you are unsure, please set up a time to meet via Teams or Zoom to discuss the questions. Staff can send a link.
- Please allow the investigators time to properly document your questions and confirm the requests. They may not be able to immediately answer your questions. Please allow them time to research your questions before providing an answer.
- Early questions make it easier for the investigator to respond. For example, if you ask questions just prior to a board meeting, the investigator may not be able to respond until the meeting or after.
- Please request BWC/CCTV at least one day in advance of the meeting which can be done in person or via Teams/Zoom via appointment. All staff are assisting or preparing for the board meeting on the day of the meeting.
- None of the pre-meeting questions, requests or video viewing prevent any Board Member from requesting the same at closed session.
- Please prepare questions to the EO in advance of the meeting for health care experts, presenters, liaisons, staff so they can come prepared.

BOARD MEETINGS

- CLERB's fiscal year is July 1 to June 30. The Board shall convene at a regularly scheduled meeting to be held Monthly unless otherwise noticed.
- CLERB meetings shall be run according to Robert's Rules of Order and in accordance with the Ralph M. Brown Act (Gov. Code §§ 54950 et seq.). County Counsel will advise if Robert's Rules of Order or the Ralph M. Brown Act are not being followed.
- When the Board votes in open session to approve the minutes, a voice vote is sufficient. For any other actions in open session, a show of hands is required. When the Board votes on case review in closed session, a show of hands is required. In either case, abstentions shall be recorded to keep a clear record of the vote.
- When a Board Committee is formed, any recommendations from the Committee will be presented at a CLERB Board meeting.
- CLERB is governed by Rules and Regulations. These Rules and Regulations shall be reviewed and revised, if necessary, every four years. A Committee shall be formed by the

Board Chair to review and revise, if necessary, the Rules and Regulations. The Committee shall consist of the Board Chair and no more than four other Board members, which shall, in no event, constitute a quorum of the Board, one of whom shall be named the Committee Chair. The Executive Officer shall also be a member of the Rules and Regulations Committee. Upon the Committee's review and revision if necessary:

- The proposed revisions to the Rules and Regulation shall be presented at a CLERB open session meeting.
- Upon Board approval, the CAO's Office shall review the proposed changes and make recommendations, if needed.
- The recommended changes shall be submitted to the ad hoc Committee for review.
- The proposed revisions to the Rules and Regulations, with recommended changes, will be presented to the Board at an open session meeting for the Board's approval.
- The Executive Officer shall coordinate with the CAO's Office and Labor Relations to present the proposed revisions to the San Diego County Deputy Sheriff's Association and the San Diego County Probation Officers Association, if needed.
- Any recommended changes stemming from the San Diego County Deputy Sheriff's Association and San Diego County Probation Officers Association meetings shall be submitted to the ad hoc Committee for consideration.
- Any proposed revisions to the Rules and Regulations shall be presented to the Board at an open session meeting.
- Any recommendations shall be submitted to the ad hoc Committee for additional review.
- Any revisions shall be presented to the Board at an open session meeting for the Board's approval.
- The Executive Officer will forward the finalized revisions to the CAO's Office for Board Letter drafting and subsequent placement on the Board of Supervisors' agenda for adoption.
- The Executive Officer shall publish the revised Rules and Regulations on the CLERB website and disseminate them to Board members at the next regularly scheduled CLERB meeting. The Executive Officer shall present an EO Report as a standing agenda item.
- Open Session is run and led by Board Chair.
- Closed Session is led by Chair with guidance of Board Counsel.
- CLERB is an independent investigative/adjudicative body that may use factual information available to it from other proceedings including civil, criminal or

administrative, but that CLERB should not substitute the conclusions made by other adjudicatory bodies (a jury in a criminal case, a judge ruling on a PC Section 1538.5 motion, or a finding of a jury in a civil rights lawsuit and determination of money damages) in lieu of its own independent review of the facts and making findings based upon its preponderance standard. Further, the CLERB Board should not be swayed or influenced by a sentence or discipline imposed upon a subject in making its findings or conclusions of policy violations.

Pursuant to CLERB's access to Personnel Records under AB847, the CLERB Board will use the following procedures:

- CLERB will rely on statements of fact which are independent and unbiased.
- CLERB may not review prior findings nor discipline regarding the same allegations of misconduct before the Board makes its own findings.
- CLERB may review substantiated findings of prior, similar allegations.
- Pursuant to the Brown Act, CLERB may produce a Closed Session Consent Agenda pursuant to the following procedures:
 - The Agenda must contain a brief general description of each closed session item.
 - The Consent Agenda must be non-controversial items (i.e. Summary Dismissals) for a single vote.
 - Any Board Member may pull a specific item from the Consent Agenda for a separate discussion and voting.
 - Just as with any item on the closed session agenda, the public retains the right to comment.
- Redaction of Deputy/Officer Names:
- Pursuant to CA PC 832.7:
 - Except as provided in subdivision (b), the personnel records of peace officers and custodial officers and records maintained by a state or local agency pursuant to Section 832.5, or information obtained from these records, are confidential and shall not be disclosed in any criminal or civil proceeding except by discovery pursuant to Sections 1043 and 1046 of the Evidence Code. This section does not apply to investigations or proceedings concerning the conduct of peace officers or custodial officers, or an agency or department that employs those officers, conducted by a grand jury, a district attorney's office, the Attorney General's office, or the Commission on Peace Officer Standards and Training, or a civilian oversight board or commission for a law enforcement agency established pursuant to subdivision (a) of Section 25303.7 of the Government Code or other duly enacted municipal or county ordinance.
 - (b) (1) Notwithstanding subdivision (a), Section 7923.600 of the Government Code, or any other law, the following peace officer or custodial officer personnel records and records maintained by a state or local agency shall not be confidential

and shall be made available for public inspection pursuant to the California Public Records Act (Division 10 (commencing with Section 7920.000) of Title 1 of the Government Code):

- (A) A record relating to the report, investigation, or findings of any of the following:
 - a. (i) An incident involving the discharge of a firearm at a person by a peace officer or custodial officer.
 - b. (ii) An incident involving the use of force against a person by a peace officer or custodial officer that resulted in death or in great bodily injury.
 - c. (iii) A sustained finding involving a complaint that alleges unreasonable or excessive force.
 - d. (iv) A sustained finding that an officer failed to intervene against another officer using force that is clearly unreasonable or excessive.
- (B)
 - (i) Any record relating to an incident in which a sustained finding was made by any law enforcement agency or oversight agency that a peace officer or custodial officer engaged in sexual assault involving a member of the public.
 - a. (ii) As used in this subparagraph, “sexual assault” means the commission or attempted initiation of a sexual act with a member of the public by means of force, threat, coercion, extortion, offer of leniency or other official favor, or under the color of authority. For purposes of this definition, the propositioning for or commission of any sexual act while on duty is considered a sexual assault.
 - b. (iii) As used in this subparagraph, “member of the public” means any person not employed by the officer’s employing agency and includes any participant in a cadet, explorer, or other youth program affiliated with the agency.
- (C) Any record relating to an incident in which a sustained finding was made by any law enforcement agency or oversight agency involving dishonesty by a peace officer or custodial officer directly relating to the reporting, investigation, or prosecution of a crime, or directly relating to the reporting of, or investigation of misconduct by, another peace officer or custodial officer, including, but not limited to, any false statements, filing false reports, destruction, falsifying, or concealing of evidence, or perjury.
- (D) Any record relating to an incident in which a sustained finding was made by any law enforcement agency or oversight agency that a peace officer or custodial officer engaged in conduct, including, but not limited to, verbal statements, writings, online posts, recordings, and gestures, involving prejudice or discrimination against a person

on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.

- (E) Any record relating to an incident in which a sustained finding was made by any law enforcement agency or oversight agency that the peace officer made an unlawful arrest or conducted an unlawful search.
- (F) An agreement prohibited by subdivision (e) of Section 13510.9.
- When CLERB staff prepare the Agenda with the redacted findings, CLERB will only provide the name of the officer in cases of (1) Discharge of Firearm and (2) Use of Force resulting in GBI.
- After the CLERB Board sustains findings for (1) Failure to Intervene; (2) Sexual Assault; (3) Dishonesty; (4) Discrimination; or (5) Unlawful Arrest or Search, CLERB staff will place the Peace Officer's names in the Final Findings.

DECORUM AMENDMENT

Decorum Amendment to CLERB Board Procedure Guide

The CLERB Board ("Board") wishes to ensure that business is conducted in an orderly fashion, to encourage public input at its meetings, and to ensure that all have an equal opportunity to observe and participate in the proceedings. Accordingly, the following shall govern the conduct of the meeting:

- All remarks and questions by a speaker shall be addressed to the Board and not to CLERB staff.
- Each person who addresses the Board shall not use loud, shouting, threatening, impertinent, slanderous, profane, or abusive language to any member of the Board, staff, or the general public. The Chairperson may, at the Chairperson's option, state to the person who has used such language that such language is unwanted, unwelcome, inappropriate, and interferes with the ability of those present to listen and understand. The speaker's time will be held during the Chairperson's statement and the speaker will receive their full allotment of time, unless the speaker is sanctioned in a manner that results in the speaker not receiving their full allotment of time.
- No person shall disrupt, disturb, or otherwise impede the orderly conduct of the Board meeting. Any language or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting is prohibited, and the Chairperson may impose sanctions for a violation.

- Nothing herein shall preclude a member of the public from commenting on, questioning, or criticizing the policies, procedures, programs, or services of the CLERB, the acts or omissions of the Board, or the positions, statements, votes, actions, or omissions of members of the Board
- The Chairperson may rule that a speaker is impeding the orderly conduct of the meeting if the comment is “off topic,” or otherwise unrelated to the agenda item under consideration, or if the speaker’s conduct violates any other provision in these Rules of Procedure, and the speaker may forfeit their remaining time on that item.
- No person in the audience at a Board meeting shall engage in conduct that disrupts the orderly conduct of any meeting, including, but not limited to, the utterance of loud or threatening language, whistling, clapping, stamping of feet, speaking over or interrupting the recognized speaker, repeated waving of arms or other disruptive acts.
- Large placards, banners, signs, flags, or other objects that have the effect of interrupting or disrupting the orderly conduct, or blocking the views of others within the meeting room are not permitted.
- The Chairperson has the authority to sanction those who violate the Rules. No sanction will be issued under this rule based on the content of a person’s speech; rather, a speaker may be sanctioned as described herein if a speaker’s speech or conduct disrupts the orderly conduct of the meeting or interferes with the Board’s ability to accomplish its business. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting by uttering loud, shouting, threatening, impertinent, slanderous, profane, or abusive language or by engaging in any other disorderly conduct shall, at the discretion of the Chairperson, or a majority of the members, be ruled “out of order” and be given at least one warning. If the person continues to violate the Rules and disrupts, disturbs or otherwise impedes the orderly conduct of the meeting, the Chairperson may order that person to do one or more of the following:
 - End their remarks, forfeit their remaining time, and be seated;
 - Be prohibited from speaking on any further item on that meeting’s agenda; or
 - Leave the meeting.
- However, a person who engages in behavior that constitutes use of force, or a threat of force may be removed immediately, and no warning is required. If the person does not leave the meeting timely, the Chairperson may order the Sheriff to remove the person from the meeting.
- Any person removed from the Board Chamber shall be excluded from further attendance and participation in the Board meeting for the remainder of the meeting, including all sessions of the same meeting. Attendance may be continued from any of the overflow rooms provided that the person ceases any such disorderly conduct. The exclusion from the meeting shall be enforced by the Sheriff upon being so directed by the Chairperson.
- In the event that any meeting of the Board is willfully interrupted or disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible, the Chairperson may recess the meeting or order the person, group or

groups of persons willfully interrupting the meeting to leave the meeting or be removed from the meeting.

- In the event that any meeting is willfully interrupted or disrupted by a person or by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of the person or persons willfully interrupting or disrupting the meeting, the Chairperson may recess the meeting or order the meeting room cleared and continue in session. Only matters appearing on the posted agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend or remain in the meeting.
- If any person makes discriminatory or harassing remarks (defined below as used in the Rules of Procedure) at a public meeting, the Chairperson may take the following actions:
 - The Chairperson shall read, in the Chairperson's option, the County's policy regarding discrimination and harassment (below), into the record. The Chairperson shall state that comments in violation of County policy will not be condoned, and inform the speaker that their language is unwanted, unwelcome and/or inappropriate, and that they interfere with the ability of those present to listen and understand; and
 - The Chairperson shall further state that any County employee who is offended or otherwise does not wish to attend due to the remarks is excused from attendance at the meeting during the remarks; and
 - The speaker's time will be held during the Chairperson's admonishment, and the speaker will receive their full allotment of time, unless the speaker's comments continue to disturb, disrupt, or impede the orderly conduct of the meeting; and
 - The speaker will be allowed to continue after the admonishment; and
 - The Chairperson may call a recess to allow staff or public to leave and/or provide de-escalation; and
 - After the speaker, any Board Member may make brief response to such comments, if desired.
 - No person shall disrupt, disturb, or otherwise impede the orderly conduct of the Board meeting. Any language or conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of the Board meeting is prohibited, and the Chairperson may impose sanctions for a violation under Rule 4(d).
- Policy Against Discrimination and Harassment (from County's Code of Ethics): "The County is committed to a work environment free from unlawful discrimination and harassment, including sexual, racial, religious, age, disability, or any other form of discrimination or harassment."
- The County wishes to promote civil discourse in public discussion and debate and hereby adopts as its expression of conduct that should be aspired to by all participants in public meetings the attached "Code of Civil Discourse" from the National Conflict Resolution Center.

HIRING OF EXECUTIVE OFFICER

The Board shall hire an individual to serve as the Executive Officer of CLERB. The Executive Officer shall be an unclassified employee. The Executive Officer shall be responsible for:

- Managing and providing administrative, investigative, analytical, and advisory services to the Board.
- Formulating policy and operational procedures and providing administrative direction to the Staff.
- Acting as a liaison between CLERB, various County departments, and the public.
- Filling staff vacancies.
- Overseeing, evaluating, and terminating, if necessary, staff members.
- Supervising assigned staff members and establishing work standards and objectives.
- Reviewing complaints to determine if they fall under CLERB's jurisdiction and set the priority of investigations in accordance with CLERB's Rules and Regulations.
- Completing investigations and meeting deadlines that fall under CLERB's jurisdiction.
- Working with the Board on Policy Recommendations to the Sheriff and Chief Probation Officer.
- Acting as CLERB spokesperson along with the Board Chair.
- Other additional duties as provided by the Board.

When the position of Executive Officer is vacant, the Board Chair shall form an ad hoc Executive Search Committee consisting of the Board Chair and no more than four other Board members, which shall, in no way, constitute a quorum, one of whom will be named Committee Chair. From there, the following process could be used:

- Working with the County's HR, a job description shall be created and the job opening posted in various locations such as the County of San Diego website, the NACOLE website, and other appropriate sites.
- Applications shall be collected and scored by the Human Relations manager.
- The top tier of applicants will be contacted and invited to a first interview in San Diego. The Ad Hoc Executive Search Committee will conduct these interviews.
- Once the final candidates are identified they will be interviewed by the entire Board in closed session.
- Upon selection and approval of the Executive Officer, the Board will reconvene in open session to announce the hiring, subject to a background check being completed.
- The Human Relations Resources will be responsible for ensuring that the new Executive Officer completes all background checks, have a physical examination, and enter into negotiations for salary, benefits, and starting date.

BOARD CHAIR- EO ANNUAL PERFORMANCE EVALUATION

The Executive Officer will have an Annual Performance Evaluation according to the following steps:

- The Board Chair shall conduct the Annual Performance Evaluation of the Executive Officer.
- The Annual Performance Evaluation of the Executive Officer shall be completed annually prior to June 30.
- The Annual Performance Evaluation shall be approved in closed session by Board Members present at the meeting prior to it being communicated to the Executive Officer.
- Every year and no later than April 15, the Board Chair shall request feedback from stakeholders concerning the upcoming Annual Performance Evaluation of the Executive Officer to various stakeholders. A suggested format, sent by the Board Chair by email as a blind carbon copy (“bcc”) to the stakeholders, is outlined in Appendix B.

The stakeholders shall include but not be limited to:

- All Board members;
- CLERB staff;
- San Diego County Finance and General Government Group pertinent personnel;
- County Counsel;
- Sheriff and Probation Department liaison personnel; and
- Any other stakeholders that the Board Chair deems fit to give input on the Executive Officer’s performance in the past year.
- No later than May 15, the Board Chair shall draft the Annual Performance Evaluation taking into consideration any input received.
- At or before the June Board meeting, the Board Chair shall report the contents of the Board Chair’s final Annual Performance Evaluation of the Executive Officer in closed session and without the presence of the Executive Officer or CLERB staff.
- After discussion and approval by the Board, the Board Chair shall meet with the Executive Officer and shall discuss the performance evaluation and the proposed goals for the Executive Officer for the next 12 months.
- The Executive Officer may submit to the Board Chair a response within three days from the Executive Officer’s meeting with the Board Chair.
- The Board Chair shall finalize the Annual Performance Evaluation of the Executive Officer, including the goals for the next year, and will have the evaluation process signed by the Executive Officer prior to June 30.

- At the discretion of the Board Chair, the Board Chair may use or base her/his written Annual Performance Evaluation on the County Unclassified Performance Evaluation form which is available from Human Resources.
- Any pay increase or merit raise shall be determined by the County and may be based on the results of the Annual Performance Evaluation.

Appendix A

OATH OR AFFIRMATION OF ALLEGIANCE FOR PERSONS EMPLOYED BY THE COUNTY OF SAN DIEGO

Name (Last, First, Middle Initial)	Employee ID	Department	Date

PART 1 - OATH OF ALLEGIANCE

WHO MUST SIGN OATH - As required in Section 3 of Article XX of the Constitution of the State of California, every member of the Legislature, and all public officers and employees, executive, legislative, and judicial, except such inferior officers and employees as may be by law exempted. "Public officer and employee" includes every officer and employee of the State, including the University of California, every county, city, city and county, district, and authority, including any department, division, bureau, board, commission, agency, or instrumentality of any of the foregoing.

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

PART 2 - SIGNATURE AND CERTIFICATION

Employee Signature

Subscribed and sworn to before me this _____ day of _____

By _____
Appointing Authority or Designee

Oath Prescribed by Section 3 of Article XX of the Constitution of the State of California AUD-13 (REV. 12/2020)

Appendix B

APPENDIX B

BOARD MEMBER OFFICER ELECTIONS

1. The following language shall be recited, and format adhered to for the nomination and election of CLERB Board Officers.
2. **The Nomination of Board Officers**
3. **BOARD CHAIR:** "Will the Nominating Committee please present their report nominating a new slate of officers."
4. **COMMITTEE CHAIR:** "The Nominating Subcommittee submits the following nominations:
5. For Chair: _____ and _____ (if more than one)
6. For Vice-Chair: _____ and _____ (if more than one)
7. For Secretary: _____ and _____ (if more than one)"
8. **BOARD CHAIR:** "For Chair, _____ and _____ (if more than one) have been nominated by the Nominating Committee. Are there further nominations for Chair?"
9. If a Board member nominates another person: "_____ " is nominated."
10. *If there are no additional nominations, then the Board Chair shall state:*
11. **BOARD CHAIR:** "If there are no more nominations for the office of Chair, we will close nominations and proceed to elect a Chair. Hearing no further nominations, nominations for the office of Chair are closed."
12. "For Vice-Chair, _____ and _____ (if more than one) have been nominated by the Nominating Committee. Are there further nominations for Vice-Chair?"
13. *If a Board member nominates another person the BOARD CHAIR shall state:*
"_____ " is nominated."
14. *If there are no additional nominations, the Board Chair shall state as follows.*
15. **BOARD CHAIR:** "If there are no more nominations for the office of Vice-Chair, we will close nominations and proceed to elect a Vice-Chair. Hearing no further nominations, nominations for the office of Vice-Chair are closed."

16. "For Secretary, _____ and _____ (if more than one) have been nominated by the Nominating Committee. Are there further nominations for Secretary?"

17. If a Board member nominates another person then the Board member shall state:
"_____ is nominated."

18. If there are no additional nominations, then the Board Chair shall state as follows.

19. **BOARD CHAIR:** "If there are no more nominations for the office of Secretary, we will close nominations and proceed to elect a Secretary. Hearing no further nominations, nominations for the office of Secretary are closed."

20. The Election of Board Officers

- i. The Election of the Board Chair
- ii. **BOARD CHAIR:**
"The nominees for Chair are [in the order that they were nominated]: "_____
_____."
- iii. **BOARD CHAIR:** "All those in favor of electing _____ to the office of Chair raise your hand. (*Hands raised*) All those opposed? (*Hands raised*)"
- iv. If six or more votes the BOARD CHAIR shall state: "The Ayes have it, and _____ is elected to the office of Chair."
- v. If less than six votes the BOARD CHAIR shall state: "The Nays have it, and _____ is not elected."
- vi. ***If the candidate does not receive six votes, the aforementioned process shall be repeated for any other nominees.***

21. B. The Election of the Board Vice-Chair

- i. **BOARD CHAIR:** "The nominees for Vice-Chair are [in the order that they were nominated]: _____."
- ii. **BOARD CHAIR:** "All those in favor of electing _____ to the office of Vice-Chair raise your hand. (*Hands raised*)"
- iii. All those opposed? (*Hands raised*)"
- iv. If six or more votes the BOARD CHAIR shall state: "The Ayes have it, and _____ is elected to the office of Vice- Chair."

- v. If less than six votes the BOARD CHAIR shall state: "The Nays have it, and _____ is not elected."
- vi. ***If the candidate does not receive six votes, the aforementioned process shall be repeated for any other nominees.***

22. The Election of Board Secretary

- i. **BOARD CHAIR:** "The nominees for Secretary are [in the order that they were nominated]: _____."
- ii. **BOARD CHAIR:** "All those in favor of electing _____ to the office of Secretary raise your hand. (*Hands raised*)"
- iii. All those opposed? (*Hands raised*)"
- iv. If six or more votes the BOARD CHAIR shall state: "The Ayes have it, and _____ is elected to the office of Secretary."
- v. If less than six votes the BOARD CHAIR shall state: "The Nays have it, and _____ is not elected."
- vi. ***If the candidate does not receive six votes, the aforementioned process shall be repeated for any other nominees.***