

**NAME:** **COMMUNITY ACTION PARTNERSHIP ADMINISTERING BOARD OF THE COUNTY OF SAN DIEGO**

**LEGAL AUTHORITY:** Mandated by Federal Law: US Code Title 42, Chapter 106, § 9910. Established by Resolution adopted 6/28/77 (118). Amended by Resolution adopted 9/6/77 (217); By-Laws revised 2/16/88, Communications Received No. 20; Expenses and mileage reimbursement established by County Administrative Code, Article XXVI-A, Sections 471, 472 and 484; By-Laws revised 1/6/2004 (10); By-Laws revised 9/25/12 (7); By-Laws revised 4/21/15 (5); By-Laws revised 8/4/2020 (7).

**MEMBERS APPOINTED BY:** Board of Supervisors

**MEMBERSHIP COMPOSITION:** This Board consists of 15 members and 10 alternates (representatives of the Economically Disadvantaged and Private Sectors only), who shall be residents of the County of San Diego, as follows:

**Board of Supervisors Representatives - Public Sector (Five Members)**

Five members appointed by the Board of Supervisors shall represent the Public Sector; one member for each Supervisorial District.

**Representatives of Economically Disadvantaged Sector – (Five Members and their alternates)**

Five members (and their alternates) nominated by the Community Action Board and confirmed by the Board of Supervisors

- East Region - (1 representative and 1 alternate)
- North Central Region - (1 representative and 1 alternate)
- North Region - (1 representative and 1 alternate)
- South Region - (1 representative and 1 alternate)
- Central Region - (1 representative and 1 alternate)

**Private Sector Representatives – (Five Members and their alternates)**

Five members (and their alternates) nominated by the Community Action Board and confirmed by the Board of Supervisors

- At Large - (5 representatives and 5 alternates)

## **TERMS:**

### **Public Sector (4-Year Term)**

A representative nominated by a County Supervisor and confirmed by the Board of Supervisors shall serve for four years, concurrent with the nominating Supervisor's term of office. A term shall expire when the nominating Supervisor's term expires or when the Supervisor leaves office, whichever occurs first. However, pursuant to Section F. 2, members of the Public Sector shall serve during their terms at the will and pleasure of their appointing authorities. A representative to the Public Sector whose term has expired shall continue to discharge the duties as a member of the Community Action Board until a successor has been nominated and confirmed. The re-election of a member of the Board of Supervisors for a succeeding term **shall not** automatically extend the term of a Public Sector representative on the Community Action Board.

### **Economically Disadvantaged Sector (3-Year Term)**

Representatives shall serve three years unless another term is specified by the Board of Supervisors at the time of the representative's appointment. If the vacancy for which a new member or alternate has been selected occurs before expiration of the previous incumbent's term, the new member or alternate is selected for the unexpired portion of that term.

### **Private Sector (3-Year Term)**

Representatives shall serve three years, unless another term is specified by the Board of Supervisors at the time of the representative's appointment. If the vacancy for which a new member or alternate has been selected occurs before the expiration of the previous incumbent's term, the new member or alternate is selected for the unexpired portion of that term.

Note: Members and alternates in the Economically Disadvantaged and Private sectors who have served a term or portion of a term shall, at their request, be considered equally along with non-incumbent candidates for selection as a member or alternate for a new term, consistent with the selection process described in Article 2, Sections D2 and D3.

In accordance with Section D.1.(b) of Board of Supervisors Policy A-74, Citizen Participation In County Boards, Commissions And Committees, membership in the Economically Disadvantaged and Private sectors of the Community Action Board shall be limited to two consecutive terms. For the purpose of this limitation, a term shall include any appointments to fill a vacancy for one-half or more of a term. Members of a citizen committee whose terms have

expired shall continue to serve until such time as they are either replaced or reappointed.

Alternates shall have the same terms of membership as their corresponding representatives in the Economically Disadvantaged Sector and Private Sector.

**DUTIES:**

The Board shall have the following powers, duties and responsibilities:

1. Establish processes for planning, and public hearings regarding the use of community action funds. Make recommendations on CAP's allocation of program resources. The final results shall be submitted in the form of recommendations to the Board of Supervisors for action;
2. Assist and ensure membership composition, standards and election procedures;
3. Selects its own officers, executive committee, and other committees.
4. Review policies relating to programs of the Community Action Partnership, and recommend to the Board of Supervisors the adoption of such policies as it may deem necessary and desirable.
5. Participate in the development and implementation of all programs and projects designed to serve the economically disadvantaged or low-income areas to assure maximum feasible participation of residents of the areas and members of groups served.
6. Provide a forum for the economically disadvantaged and concerned residents to allow a mechanism for securing broad community involvement in the programs.
7. Determine, subject to funding source policies, rules and procedures for the Community Action Board.
8. Exercise all powers which the Delegating Officials may delegate.

The Community Action Board has the right to (1) request reasonable advance notice of and an opportunity to make recommendations to the Designating Officials concerning the exercise of all powers which those Officials have not delegated to the Community Action Board; and (2) perform such other duties and responsibilities as may be assigned by the Board of Supervisors.

**MEETING DATE  
AND LOCATION:**

Second Thursday, 3:30 p.m.

Mills Building  
1255 Imperial Avenue, Suite 750  
San Diego, CA 92101

**COMPENSATION:** Members of the Administering Board shall serve without compensation.

Administering Board Members shall be reimbursed for expenses incurred in performing their duties pursuant to the County Administrative Code, Article XXVI-A, Sections 471, 472 and 484.

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**REVISED:** April 7, 2020