

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Notification to Alternate Members of Boards and Commissions

**Policy  
Number**

A-44

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**Purpose**

To establish a notification requirement for members of the Board of Supervisors who have been appointed to serve on boards and commissions for which another member of the Board of Supervisors has been appointed as an alternate representative.

**Background**

Members of the Board of Supervisors are appointed to serve on various commissions and boards for which representation is considered important enough that other members of the Board of Supervisors are appointed to serve as alternates. Alternate members need to be notified when their attendance is required at meetings due to the absence of the appointed member sufficiently in advance of the meeting to permit them to make arrangements to attend.

**Policy**

It is the policy of the Board of Supervisors that: Whenever a member of the Board of Supervisors is unable to attend a scheduled meeting of a board or commission on which that Supervisor has been appointed to serve and another member of the Board of Supervisors has been designated to serve as an alternate representative to such board or commission, the appointed member shall give written notice of his/her inability to attend a meeting to the alternate member no less than three days prior to the meeting.

Whenever due to unforeseen circumstances the Board member is unable or for some other reason does not give the above required three day notice, he/she shall proceed to give notice to the alternate member as soon as possible.

**Sunset Date**

This policy will be reviewed for continuance by 12-31-20.

**Reference**

B/S Action 10-21-75 (47)

B/S Action 9-27-88 (60)

B/S Action 05-11-04 (04)

B/S Action 12-09-08 (33)

B/S Action 11-05-13 (19)

**CAO Reference**

1. Clerk of the Board of Supervisors