



County of San Diego

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

**(For Non- Election Appointments Only NOT TO
BE USED FOR REGULAR PLANNING 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:

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 a registered voter living within the Planning Group's boundaries.

If applying for a Sponsor Group: I declare that I am registered voter and 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

For Internal use only:

Registrar of Voters confirmation:

I certify that the above is a registered voter and is eligible for membership of the _____ Planning/Sponsor Group for which he/she seeks to be appointed.

Voter ID # _____

Signed: _____
Deputy Registrar of Voters

R.O.V. Date Stamp:

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

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

NAME: _____ SUPERVISORIAL DISTRICT: _____

RESIDENCE ADDRESS:

MAILING ADDRESS (If different than above):

BUSINESS ADDRESS:

E-MAIL ADDRESS:

TELEPHONE NUMBERS (Include Area Code):

HOME: _____

CELL: _____

WORK: _____

Procedures to fill Planning or Sponsor Group Vacancies:

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: CommunityGroups@sdcounty.ca.gov).
2. The Planning or Sponsor Group Chair posts a Vacancy Announcement (VA) in a public place in addition sending a copy of the notice to PDS and your District Office. PDS will send a copy to The Clerk of the Board of Supervisors (COB) to ensure that the seat is vacated.
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 County’s web site at: <http://www.sandiegocounty.gov/pds/CommunityGroups.html>
4. Applicant submits the application to the Planning or Sponsor Group.
5. Group Chair shall send application to PDS for confirmation with the Registrar of Voters (ROV) that nominee is a registered voter. The response should be received within the same week of receipt, unless received at the end of the week, i.e. Thursday or Friday.
6. The Planning or Sponsor Group places the consideration and selection of applicants on their next meeting agenda.
7. The Agenda is posted, as required by Policy I-1 and in compliance with the Brown Act, at least 72 hours before the meeting is held outside the meeting location.
8. All submitted applications are considered at the next scheduled Group meeting.
9. The Planning or Sponsor Group recommends one viable candidate, per seat vacancy.
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 confirmation letter are sent to the District Supervisor, PDS, the Group Chair, and the ROV (if applicable).
14. Once the candidate’s appointment is confirmed by the BOS, he or she may attend Group meetings. However, the candidate must complete the **Planning and Sponsor Group Training** online or in person prior to being seated and acting as a Group member as stated in Policy I-1, Article III, Section IV.