

## Policy Regarding Appointment of Public Member and Alternate

### Exhibit A

#### Santa Cruz LAFCO Resolution No. 2004-6

1. When the public member or public alternate position becomes vacant during a term, or two months in advance of either of these terms ending, the Chairperson and Executive Officer shall place on the agenda a memo advising the Commission of the need to advertise for candidates to apply for the position.
1. At the meeting, the Commission shall direct staff to advertise the vacancy and receive applications. Unless the Commission gives alternate directions:
  - a. The staff will advertise the vacancy as soon as possible on the LAFCO website and in at least two newspapers of general circulation which jointly have broad coverage throughout Santa Cruz County. The notice shall include a summary of the qualifications for the position as specified in Government Code Section 56331 (e.g., can't be an officer or employee of the county, city, or district).
  - b. The deadline for applications shall be at least 21 days following the meeting at which the Commission authorizes the advertising.
  - c. Persons interested in the position shall apply by completing a form provided by LAFCO staff and returning the form to the LAFCO office before the deadline.
2. The Executive Officer shall compile the applications and present them to the Commission as part of the agenda of the meeting following the application deadline.
3. A candidate may withdraw an application before or after the application deadline. If a candidate withdraws an application after the deadline, the candidate shall not be considered for the appointment unless the Commission votes to reopen the process and the person reapplies.
4. Upon receiving and reviewing the application, the Commission in open session by majority vote shall choose one of the following three courses of actions:
  - a. To make an appointment from the list of candidates,
  - b. To invite all candidates to make oral presentations at a subsequent LAFCO meeting, or
  - c. To reopen the application period.