

Section 8. Appointments to City Commissions, Boards and Committees (CBCs)

A. Appointments per San Bruno Municipal Code Process

1. In accordance with the San Bruno Municipal Code, the Mayor shall make all appointments to and removals from City boards, commissions, and committees, subject to approval by the City Council. (*SB MuniCode 2.04.120 and CA Gov't Code §40605*)
2. Use of the Alternative Appointment Process for Commission, Board or Committee Members
 - a. The Mayor may elect to use the Alternative Appointment Processes outlined in Sections 7.B and 7.C.
 - b. A majority of the City Council may only elect to use the Alternative Appointment Process after the Mayor has proposed an appointment(s) that the City Council has not approved in accordance with *SB MuniCode 2.04.120* and *CA Gov't Code §40605*.
3. Removals from City boards, commissions, and committees shall follow the process outlined in *SB MuniCode 2.04.120* as well as applicable Federal and State law.

B. Alternative Appointment Process for Commission, Board or Committee Members

Does not apply to San Bruno Community Foundation Board of Director Appointments, see Section 7.C.

Round One: Nominations

- Mayor or Presiding Officer of the Meeting to facilitate nominations
- Council members to be given the opportunity to make a Motion for Consideration for Appointment for any applicant
 - Requires a Second

Note: Any applicant that receives a Motion and a Second advances to Round 2 (no vote of the full City Council taken at this time). During the nomination process, Council members will not be called upon in alpha order. Members must ask to be recognized through the Chair if they would like to make a nomination.

Round Two: Simultaneous Voting Process for Nominees

- City Clerk to call Council members alphabetically, with the Vice Mayor and Mayor last.
- Once called upon, Council members shall vote for their preferred nominee or abstention.
- In the event of a tie or if no single nominee receives three votes from the City Council, the appointment process proceeds to Round Three.
 - The nominee(s) that receive the lowest number of votes (or are tied for the lowest number of votes) shall be eliminated.
 - Note: If five nominees each receive one vote, all five nominees advance to Round Three.

Round Three: Simultaneous Voting Process for Nominees, if needed

- City Clerk to call Council members alphabetically, with the Vice Mayor and Mayor last.
- Once called upon, Council members shall vote for their preferred nominee or abstention.
- In the event of a tie or if no single nominee receives three votes from the City Council, the appointment process proceeds to Round Four.
 - The nominee(s) that receive the lowest number of votes (or are tied for the lowest number of votes) shall be eliminated.
 - Note: If five nominees each receive one vote, all five nominees advance to Round Four.

Round Four: Simultaneous Voting Process for Nominees, if needed

- City Clerk to call Council members alphabetically, with the Vice Mayor and Mayor last.
- Once called upon, Council members shall vote for their preferred nominee or abstention.
- In the event of a tie or if no single nominee receives three votes from the City Council, the appointment process ends and Council shall provide direction to staff whether to leave the position vacant or conduct a new recruitment process to fill the vacancy.

C. Appointment Process for SBCF Board of Director Appointments

Founded in 2013 by the City of San Bruno, the San Bruno Community Foundation (SBCF) is a 501(c)(3) tax-exempt nonprofit organization. The SBCF is distinguished from other City CBC's in that its legal structure is a dependent-nonprofit corporation under the City of San Bruno and SBCF Board members have a legal fiduciary duty to the Foundation (not the City). As such, the City Council has established the following Alternative Process for appointing SBCF Board members, which may be used at the discretion of the Mayor or a majority of the City Council.

1. Advertising for and recruitment of SBCF Board members shall be done in accordance with Section 7D of this document, with the exception that:
 - The City Council shall receive all applications.
 - The Council may meet to review applications and determine which applicants to invite for an interview.
 - The SBCF Board shall select two members to attend and participate in the City Council interview process.
 - The appointment process for SBCF Board members shall follow the procedures outlined in Section 7A (option: Section 7B) of this document.

D. Recruitment Officer for Commission, Board or Committee Members

1. The City Clerk serves as the official Recruitment Officer for members of the CBC's. As such, the City Clerk is responsible for advertising vacancies (whether scheduled or unscheduled) in conformance with Government Code section 54974, receiving and processing applications, scheduling interviews, and preparing staff reports related to CBC appointments. Additionally, as the CBC Recruitment Officer, the City Clerk is responsible for maintaining the City's official lists of CBC membership, vacancies, appointment dates, and term expirations.
2. Prior to the end of the term for a filled position or when a CBC position is vacated, the City Clerk shall initiate a recruitment, which includes an initial recruitment period of 10 business days or greater, and/or schedule interviews to fill the position, if there are at least 2 individuals have applied for vacancy.
3. Per Government Code Section 54974 (a), a Notice of Vacancy, shall be posted not earlier than 20 days before, or not later than 20 days after the vacancy occurs. The Notice of Vacancy shall be posted to the City's website, as well as published on the City's social media accounts, and the City Clerk's Office will share the Notice of Vacancy with the City Council during the initial recruitment period, schedule permitting. The initial recruitment period may be extended at the discretion of the City Clerk in the event that fewer than 2 individuals have applied for the vacancy.

4. Per Government Code Section 54974 (a), final appointment to the board, commission, or committee shall not be made by the legislative body for at least 10 working days after the posting of the notice in the clerk's office.
5. Notwithstanding a decision to extend the initial recruitment period, the City Clerk shall furnish all submitted applications to the City Council at the close of the initial recruitment period and each subsequent recruitment period. During the period when the recruitment is extended, if a majority of the City Council requests to interview the applicants, the City Clerk shall work to schedule interviews with the City Council.
6. Unless directed by a majority of the City Council, all CBC applicants shall be given the opportunity to be interviewed by the City Council.