



**SAN BERNARDINO COUNTY  
POLICY MANUAL**

**No. 02-09**

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**EFFECTIVE DATE** May 5, 2026

**POLICY: COUNTY BOARDS, COMMISSIONS AND COMMITTEES**

**APPROVED**

*DAWN ROWE*  
Chair, Board of Supervisors

**POLICY STATEMENT AND PURPOSE**

The Board of Supervisors establishes local advisory and regulatory boards, commissions and committees for the purpose of assisting in the effectiveness of County government and services. The Board of Supervisors will consider for appointment all persons willing to serve and whose interests, background, experience, perspective and talents may significantly contribute to the purpose of these various commissions.

**DEPARTMENTS AFFECTED**

Board of Supervisors, Elected Officials, All County Agencies and Departments, Board-Governed Special Districts, and Board-Governed entities.

**DEFINITIONS**

Board: The San Bernardino County Board of Supervisors, as well as the Governing Body of all Board-Governed Special Districts and Board-Governed entities.

California Public Records Act: Government Code section 7920.000 et seq. as currently drafted or amended in the future.

Clerk: The Clerk of the Board of Supervisors.

Commission(s): Board(s), Commission(s), and/or Committee(s).

Commissioner(s): Appointee(s), Commissioner(s) and Member(s).

Liaison Agency: The assigned County department that assists a Commission.

Liaison Officer: The individual assigned by the Liaison Agency to assist a Commission.

Maddy Act: Government Code section 54970 et seq. as currently drafted or amended in the future.

Ralph M. Brown Act or "Brown Act": Government Code section 54950 et seq. as currently drafted or amended in the future.

**POLICY AMPLIFICATION**

A. Scope of Policy

1. This policy pertains to Commission(s) established by the Board.
2. This policy does not apply to:
  - i. Municipal Advisory Councils (MACs) or Advisory Committees; with the exception that Section L "Insurance Coverage" shall apply to MACs and Advisory Committees. Provisions (other than those with respect to Section L "Insurance Coverage") pertaining to MACs and Advisory Committees are set forth in San Bernardino County Code sections 12.4501 et seq.
  - ii. Appointments of the Board members to multijurisdictional boards.
3. The conduct of all Commission affairs shall be in accordance with this policy unless otherwise prescribed by Federal or State statute, County Code or specific Board action.

**B. Establishment of Commissions**

1. Each Commission shall be established for a specific purpose.
2. New Commissions being formed may not be created without specific provisions for stipends, expense reimbursements, and related policies set forth in the San Bernardino County Code.
3. The Board shall review a Commission every four years to determine whether to extend the life of the Commission.
4. A listing of Commissions shall be maintained and made available by the Clerk of the Board of Supervisors (Clerk).
5. Unless otherwise prescribed by Federal or State statute, County Code, ordinance, or resolution the responsibilities of a Commission shall be to provide the Board advice on matters pertaining to the purpose of the Commission.
6. The responsibilities of a Commission shall not be amended, changed or redirected without specific approval of the Board.
7. The Board and Liaison Agency (as defined in Section K, below) will review, as an ongoing program, the Commissions within each community and geographic region to determine the feasibility of reducing the number of overall Commissions and having fewer overlapping jurisdictions.

**C. Roles of Commissions**

1. Specifically Requested Advice: Commissions have the responsibility to publicly review and discuss matters as requested by the Board, appropriate Department, or County Agency.
2. Limited Advisory Function: Commission(s) are not authorized to sign contracts, disburse funds, implement programs, employ or consider any personnel matter or act in any other capacity that involves the direct management or operation of a County program or mission.

**D. Qualifications for Appointment**

Specific qualifications for each Commission, as provided by the Liaison Agency, shall be available at the office of the Clerk.

**E. Appointing Commission Members**

1. Individuals seeking appointment to a Commission should submit applications to the Clerk who will then provide the application to the designated Supervisor for consideration and recommendation to the Board for approval.
2. If the appointment is "At Large", then the Chair of the Board or the Supervisor designated by the Board shall nominate a candidate for appointment to the Commission in accordance with established procedures.

**F. Terms of Appointment**

The following provisions pertain only to Commissions established by the Board and only to the extent they do not conflict with any applicable statutory requirements or the provisions of a County ordinance or resolution.

1. No appointment shall be made for a term to exceed four (4) years in length, and may be shorter as provided herein.

As used herein, the word "appointment" shall refer to the placement of an individual in a term of office as a Commission member, while the word "term" shall refer to the maximum length of time a regular appointment may last. A term is established for a definite period of time, but an appointment may expire before the end of a term.

2. The terms of office shall be staggered and no more than two-thirds (2/3) of the terms of the total number of members of a Commission shall expire in any one-year period.
3. Terms shall expire on January 31 of the appropriate year and subsequent new terms shall begin February 1 of that year unless otherwise specified by any ordinance or resolution of formation; provided, however, as set out in San Bernardino County Code Section 12.3701, that the appointment of a person appointed upon the recommendation of an individual Supervisor, or by the Board at the request and on the recommendation of an individual Supervisor, shall expire when that Supervisor leaves office, and there shall be appointment of a successor by or on the recommendation of the successor Supervisor for the balance of the underlying term. As used herein and in Section 12.3701, a Supervisor's "leaving office" shall occur upon his or her resignation, removal, death or the end of his or her term not immediately followed by a new term.
4. A Commissioner whose appointment has expired may continue to serve in that capacity until a new appointment is made or the Board declares that position vacant, unless otherwise provided by law or statute. Such Commissioner is eligible for reappointment subject to this Policy.

When an appointment has expired as a result of a Supervisor leaving office, that office shall be considered vacant at the time the Supervisor leaves office for purposes of posting an unscheduled vacancy pursuant to the Maddy Act, although the Commissioner may continue to serve until reappointed or replaced, unless otherwise provided by law or statute.

5. Vacancies shall be filled in accordance with Maddy Act and Standard Practice 02-09SP. In an emergency, an unscheduled vacancy may be filled by an "Acting Appointee" but a final appointment cannot be made until at least ten (10) working days after a "Notice of Unscheduled Vacancy on Board, Commission or Committee" has been posted in the office of the Clerk.
6. All final appointments shall be made for either a full term or the completion of an unexpired term.
7. Notwithstanding any of the foregoing, Commission members serve at the pleasure of the Board and may be removed from the Commission at any time by the Board.
8. Any appointment to fill an unexpired term of office shall be considered a full term if the appointee serves for at least 75% of the unexpired term (e.g. three (3) years or more of a four year term or two (2) years or more of a three (3) year term).
9. The resignation of a Commission member shall be submitted to the Clerk and shall be effective upon receipt by the Clerk or per a date in the letter.

G. Standards of Ethics Conduct

1. The Liaison Agency shall inform Commission members of all applicable conflict of interest statutes, ordinances and policies.
2. Commissioners shall not use their position as a Commissioner to speak publicly against established positions of the Board.
3. No Commissioner shall profit from County contracts or purchase agreements related to Commission activities while a Commission member.

H. Compensation and Reimbursement

The compensation for members of Commissions which are appointed by the Board is set forth in the San Bernardino County Code.

I. Meetings of Commissions and Records

1. Each Commission shall meet a minimum of four times per year, unless otherwise specified.
2. Each Commission shall prepare rules and regulations for the conduct of its business, which shall be adopted by the Board.
3. All Commissions are subject to the provisions of the Brown Act.
4. Each Commission shall maintain current, up-to-date meeting minute records on file and distribute copies to the appropriate Supervisors, Liaison Agency and others as requested in accordance with provisions of the Brown Act and California Public Records Act.
5. Records of the Commission shall be maintained in compliance with the applicable records retention schedule.
6. Financial records, if applicable, shall be made available to the County Auditor-Controller/Treasurer/Tax Collector.

J. Commission Lists

1. The Clerk shall maintain listings of all Commissions and of all members of such bodies. A resigning Commissioner shall notify the Clerk of his resignation. The Liaison Agency also immediately shall report any unscheduled vacancy to the Clerk. The Clerk, pursuant to Government Code Section 54972, shall distribute on or before December 31 of each year a Local Appointments List of the current membership of all Commissions including incumbent appointee name, appointment date, appointment expiration date, and the necessary qualifications for the position. In compliance with Government Code Section 54973, the Clerk shall post a copy of the list on the Clerk's public website. The Clerk shall also provide copies to the Board, County Administrative Office and Liaison Agency.
2. The Local Appointments List is available to the public for the per page photocopy fee stated in the County Code.

**K. Functions of a Liaison Agency**

1. Each Commission shall have an assigned County department to act as Liaison Agency for that Commission in connection with its affairs and the Maddy Act requirements. The Liaison Agency shall, where practical, assign a specific County employee to act as Liaison Officer for the Commission.
2. The assigned Liaison Agency is responsible for reviewing and making recommendations as to the continuation and/or role of the Commission pursuant to this Policy.
3. The Liaison Agency shall provide guidance to the Commission as to its responsibilities and adherence to County Policy.
4. The Liaison Agency shall list and provide to the Clerk information, including but not limited to the authority, purpose, qualifications and compensation of the Commission and its members.
5. The Liaison Agency shall immediately report to the Clerk any unscheduled vacancy.
6. The Liaison Agency shall determine the conflict of interest statutes, ordinances, policies, and training applicable to its Commission members (by consultation with County Counsel as necessary) and shall so advise Commission members.

**L. Indemnification and Insurance Coverage**

1. Commissioners are considered volunteers for the purpose of the County's various insurance coverages.
2. As volunteers, each Commissioner is covered under the County's self-insured, self-administered Workers' Compensation program if injured while performing authorized Commissioner tasks.
3. If the authorized action of a Commissioner, while serving, results in a claim against the County or a lawsuit against the County or the Commissioner, the County will provide a defense and indemnification for any/all settlements or judgments provided the claim arises out of the Commissioner's acts within the scope of his or her official duties, the Commissioner requests such representation, and the Commissioner cooperates in the defense of the action. Punitive damages or damages for willful or intentional acts may not be covered by the County.
4. If a Commissioner is authorized to drive a personal vehicle on County business, proof of a valid California Driver License and the state minimum required vehicle liability insurance shall be submitted to the appropriate County department.

If, while driving a personal vehicle on Commission tasks, a Commissioner is involved in a vehicle accident, primary liability is to be provided by the Commissioner's personal vehicle liability insurance company.

5. If the Commissioner is authorized to drive a County vehicle on County business, the Commissioner is subject to the terms and conditions as set forth in County Policy 03-10, Vehicle Policy, and the applicable Standard Practices.

6. A Department of Motor Vehicles check may be obtained by Risk Management at the discretion of the appropriate Assistant Executive Officer, Deputy Executive Officer, or Department Head.
7. When traveling on County business, Commissioners shall comply with County Policies 08-03, Modes of Transportation While Traveling on County business and 13.03, Driver Training.

**LEAD DEPARTMENT**

Clerk of the Board of Supervisors

**APPROVAL HISTORY**

**Adopted** July 6, 1992 (Item No. 51)

Amended October 4, 2011 (Item No. 7); May 5, 2026 (Item No. XX)

**REVIEW DATES**

May 2031