



**SAN BERNARDINO COUNTY  
POLICY MANUAL**

**No. 02-10**

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**EFFECTIVE DATE** May 19, 2026

**POLICY: BOARD OF RETIREMENT APPOINTMENTS**

**APPROVED**

DAWN ROWE  
Chair, Board of Supervisors

**POLICY STATEMENT AND PURPOSE**

It is the policy of the County to appoint well-qualified persons to serve on the Board of Retirement of the San Bernardino County Employees' Retirement Association (SBCERA).

**DEPARTMENTS AFFECTED**

Board of Supervisors

**POLICY AMPLIFICATION**

The Board of Retirement consists of nine members and two alternates per statute. Pursuant to California Government Code sections 31520.1 and 31520.5 the members and alternates are four members appointed by the Board of Supervisors, one of whom may be a Board of Supervisors member; the San Bernardino County Treasurer (County Treasurer), serving as an ex-officio member; two members elected by the SBCERA general membership; one member and one alternate member elected by the SBCERA safety membership; and one member and one alternate member elected by the SBCERA retired membership. Consistent with established practice, County Treasurer may designate a delegate to act on the County Treasurer's behalf. This Policy applies to Board of Supervisors' appointments and reappointments.

The Board of Retirement's primary role is to have the sole and exclusive fiduciary responsibility over the assets of the retirement system and to administer the system in a manner that will ensure prompt delivery of benefits and related services to the participants and their beneficiaries. The Board of Retirement is responsible for directing the organization by setting and guiding policies that management is charged with implementing through strategic goals and objectives.

**SELECTION PROCESS**

1. To further the policy of appointing well-qualified members of the Board of Retirement, the following process shall be followed:
  - a. When there is a vacancy on the Board of Retirement of one of the positions appointed by the Board of Supervisors, the Clerk of the Board of Supervisors shall post a notice of vacancy on the Board of Retirement as required under Government Code section 54970 et al, and shall provide SBCERA a notification of an available appointment to the Board of Retirement for posting on the SBCERA website. The notification shall also be made to each member of the Board of Supervisors.
  - b. Candidates interested in being appointed shall submit a resume, application, or interest statement (Information), as determined by the Chair of the Board of Supervisors, to the Chair of the Board of Supervisors for consideration.
  - c. The Chair of the Board of Supervisors shall provide the Information to the Clerk of the Board of Supervisors, and the Clerk of the Board of Supervisors will distribute the Information to all members of the Board of Supervisors.
  - d. Board of Supervisors appointees shall be qualified electors of San Bernardino County who are not connected with County government in any capacity, except one may be a County Supervisor. For purposes of this policy, "connected to the County" shall be confined to elected officials and current County, San Bernardino County Fire Protection District and Special District employees, which includes, but is not limited to, any persons providing

services to the County, including persons who hold regular, current, extra-help and contract positions and/or interns, Public Service Employees, County-sponsored work experience (e.g., WEX) program participants and any persons employed through a third-party staffing agency.

- e. The Chair of the Board of Supervisors shall review the Information submitted and evaluate the candidates' experience and qualifications.
- f. The Chair shall propose an appointee and coordinate a meeting between the proposed appointee, the Chief Executive Officer of SBCERA and the Chief Counsel of SBCERA to help ensure that the candidate understands the role and responsibilities associated with the appointment and potential conflicts of interest.
- g. The Board of Supervisors shall consider the appointment of the Chair's proposed appointee to the Board of Retirement at a properly noticed public meeting of the Board of Supervisors.

2. When the term of a member appointed by the Board of Supervisors is due to expire:

- a. The Clerk of the Board will cause a Statement of Interest for Reappointment notice to be sent to the incumbent at least 60 days prior to the term expiration date.
- b. Upon the incumbent's response to the notice, the Clerk of the Board shall provide the Statement of Interest for Reappointment to the Chair of the Board of Supervisors, indicating the incumbent's preference for non-/reappointment.
  - i. If the incumbent has indicated a preference for reappointment and the Chair proposes to reappoint, the Board of Supervisors shall consider the reappointment at a properly noticed public meeting of the Board of Supervisors.
  - ii. If the incumbent has indicated a preference to not be reappointed, the appointment process will be followed.

**LEAD DEPARTMENT**

County Administrative Office

**APPROVAL HISTORY**

Adopted September 11, 2012 (Item No. 23)

Amended May 19, 2026 (Item No. XX)

**REVIEW DATES**

May 2031