



KENSINGTON FIRE PROTECTION DISTRICT

DATE: November 15, 2023
TO: Board of Directors
RE: New Board Member Selection Process
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Staff recommends the Board consider, discuss, provide staff direction, and/or approve the proposed new board member selection process.

Background

At the special meeting of the Board of Directors on October 26, 2023, the Board discussed and approved the Board of Director Vacancy Appointment Process (Notice of Vacancy, Application for Appointment to the Board, and Deadlines) with the date pending for the special meeting during which the Board would interview candidates for purposes of appointing a new Board member. The special meeting has now been scheduled for December 7, 2023 at 5:15 p.m. The Notice of Vacancy and Application for Appointment to the KFPD Board have been posted.

The remaining component of the process to define is the interview/selection process. Based on a review of some recent governing body appointments and director input, I have drafted a process for discussion and revision as determined by the Board.

Proposed Interview and Selection Process on December 7, 2023

1. Prior to interviews, place candidates in a random drawing to determine the order in which they will be interviewed.
2. Candidates may be present during interviews of other candidates. Alternatively, candidates could be asked to leave the room; however, may not be required to be in accordance with the Brown Act.
3. Board members will ask all candidates one question that has not been disclosed prior to the meeting for a total of four questions for each candidate. Board members are encouraged to bring a list of several questions to select from in the event their question is the same as or similar to another Board member’s question.
4. Candidates may make a closing statement.
5. Members of the public will then be offered the opportunity to provide comments.
6. The Board will have the opportunity to discuss and deliberate candidates.
7. Following discussion, each Board member will submit their nomination to the Board Clerk (email or preprinted ballot).
8. The Board Clerk will share the list of candidates displaying Board member nominations.

An example of nominations to demonstrate process only

Candidate*	Levine	Nagel	Stein	Watt
1				
2	X	X	X	X
3				
4				

* Names would be listed

- a. The Board would have the opportunity to motion that the candidate who received the most nominations (*Candidate 2 in the example above*) be appointed to the Board vacancy followed by a second and voting.
- b. If this motion does not receive a first/second, the nominations will continue until a motion is supported by a majority of the Board.
- c. If no candidate receives more nominations than any other candidate, any Board member may move to appoint one of the candidates to the Board vacancy which would then require a second.
- d. The selected candidate will take the Oath of Office at the December 20th meeting.

Fiscal Impact

There is no fiscal impact from this item.

Attachments: Board Member Appointment Process
Notice of Vacancy
Application For Appointment to Fill A Vacancy on the KFPD Board