

October 13, 2026

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

**PROPOSED ADDITION OF COUNTY ADMINISTRATIVE BULLETIN NUMBER 43 REGARDING
PROCEDURES FOR FILLING VACANCIES ON THE BOARD OF SUPERVISORS**
Fiscal Impact: None

In June 2026, Kern County voters approved the establishment of Kern County as a charter county. The Kern County charter authorizes members of the Board of Supervisors to appoint an individual or call a special election to fill a vacancy on the Board of Supervisors but does not specify the options and procedures available to your Board to fill a vacancy.

The proposed addition of Administrative Bulletin Number 43 provides clarity to the public and your Board by defining the following three (3) options for filling a vacancy:

Option 1: The Board may direct that a special election be conducted without making an interim appointment. The vacancy shall remain unfilled until the special election, at which time the position shall be filled by the candidate receiving the most votes.

During the vacancy period, the County Administrative Officer (CAO) shall work with the Board to designate an "Office Administrator" to assist with maintaining continuity of constituent services.

Option 2: The Board may appoint an individual to serve on an interim basis until a special election is held or until the next regularly scheduled election, as applicable.

The Board may make an interim appointment by majority vote among individuals who meet the minimum eligibility requirements without requiring a formal application process. Eligibility requirements include residency and voter registration within the vacant Supervisorial District. Alternatively, the Board may establish a formal application and appointment process consistent with the procedures outlined in Option 3.

Option 3: The Board may appoint an individual to serve the remainder of the vacant Supervisor's term. If the Board elects to fill the vacancy through an appointment, an open application process shall occur that include the following timeline and steps:

- A two-week open application period
- Verification of eligibility by the Registrar of Voters
- In open session, the Board determines which eligible applicants will be interviewed after public discussion and majority vote. Staff recommend selecting no more than three applicants for interviews
- In open session, the Board interviews the selected applicants and votes on the appointment by simple majority

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A final version of Administrative Bulletin Number 43 is attached for your review. The proposed Administrative Bulletin will be posted to the on-line version of the County Administrative Policy and Procedures manual pending your Board's approval.

Therefore, IT IS RECOMMENDED that your Board approve the addition of Administrative Bulletin Number 43 to establish options and procedures for filling a vacancy on the Kern County Board of Supervisors.

Sincerely,



Nancy Anderson
County Administrative Officer

NA/JW: ADM APM/AB43_ BOS Vacancies

cc: All Departments



ADMINISTRATIVE BULLETIN NO. 43

Issued: October 13, 2026

SUBJECT: OPTIONS AND PROCEDURES TO FILL VACANCIES ON THE BOARD OF SUPERVISORS

PURPOSE

In June 2026, Kern County voters approved the establishment of Kern County as a charter county, authorizing members of the Board of Supervisors to appoint an individual or call a special election to fill a vacancy on the Board of Supervisors. This Administrative Bulletin establishes the options and procedures for filling vacancies on the Kern County Board of Supervisors.

PROCEDURES

Within fourteen (14) business days following a vacancy on the Board of Supervisors, the Board shall meet to determine the method by which the vacancy will be filled. At that meeting, the Board shall, by majority vote, select one of the following options:

Option 1 – Special Election Without Interim Appointment

The Board may direct that a special election be conducted without making an interim appointment. The vacancy shall remain unfilled until the special election, at which time the position shall be filled by the candidate receiving the most votes.

During the vacancy period, the County Administrative Officer (CAO) shall work with the Board to designate an “Office Administrator” to assist with maintaining continuity of constituent services.

Option 2 – Interim Appointment Pending Election

The Board may appoint an individual to serve on an interim basis until a special election is held or until the next regularly scheduled election, as applicable.

The Board may make an interim appointment by majority vote among individuals who meet the minimum eligibility requirements without requiring a formal application process. Eligibility requirements include residency and voter registration within the vacant Supervisorial District. Alternatively, the Board may establish a formal application and appointment process consistent with the procedures outlined in Option 3.

Option 3 – Appointment to Fill the Remainder of the Term

The Board may appoint an individual to serve the remainder of the vacant Supervisor’s term. If the Board elects to fill the vacancy through an appointment, an open application process shall be conducted as follows:

- A minimum two-week open application period shall be established.
- The Registrar of Voters shall verify the eligibility of each applicant.
- In open session, following public discussion and a majority vote, the Board shall determine which eligible applicants will be interviewed.
- In open session, the Board shall interview the selected applicants and vote on the appointment by simple majority.