



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. Residency requirements shall require the individual to provide proof of physical address as outlined in Option 3. 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 application process shall require proof of physical address by providing two (2) official documents that display the individual’s full legal name and actual residential address such as utility bills, lease/rental

agreement, mortgage statement, bank statement, current vehicle registration, valid California Driver's License or identification, or active auto, home or renter's insurance documents.

- 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.