
CHIEF EXECUTIVE OFFICER SUCCESSION POLICY

INTRODUCTION

- 1) While the Board has delegated to the Chief Executive Officer the authority to manage KCERA personnel on a day-to-day basis, the Board is nevertheless responsible for providing oversight of the human resources function. An important element of this responsibility involves succession planning.
- 2) The Board recognizes that, compared to larger or private sector organizations, succession planning within KCERA may be constrained due to limited resources and the statutory environment in which KCERA operates (e.g. the Brown Act). Despite such constraints, the Board has established this policy to provide general guidelines around succession planning at KCERA.

GUIDELINES

- 3) The Chief Executive Officer shall develop an internal Succession Plan for key staff positions, including provisions that would apply in the event of concurrent vacancies in the positions of Chief Executive Officer and Chief Operations Officer. The Chief Executive Officer shall periodically review this plan with the Chair of the Administrative Committee, in addition to providing an annual verbal report to the Administrative Committee on such matters.
- 4) In order to help ensure support to, and continuity in, the position of Chief Executive Officer, the Board has established the position of Chief Operations Officer. The Chief Operations Officer shall be familiar with all aspects of the administration of KCERA including investments, benefit administration, and stakeholder relations.
- 5) As a risk management precaution, the Chief Executive Officer and the Chief Operations Officer shall, where feasible, avoid travelling together for significant distances.
- 6) In the event the Chief Executive Officer is unable to carry out his/her duties (e.g. due to illness or incapacity), and is unable to appoint an Acting Chief Executive Officer, the Chief Operations Officer shall assume the position of Acting Chief Executive

Officer and all the duties of the Chief Executive Officer until the Chief Executive Officer returns or the Board determines otherwise.

- 7) In the event of a vacancy in the position of Chief Executive Officer, the Chief Operations Officer shall serve as Acting Chief Executive Officer and assume the duties of the Chief Executive Officer until the Board selects a successor and that person assumes the duties of the position, or until the Board determines otherwise. When the Chief Operations Officer serves as the Acting Chief Executive Officer due to a vacancy in the Chief Executive Officer position, he/she shall receive salary and benefits consistent with the County of Kern's out-of-class pay provisions for a vacancy in a County Department Head position. Alternatively, the Board may appoint the Chief Operations Officer to the position of Interim Chief Executive Officer; in which case, the salary paid to the Interim Chief Executive Officer shall be set by the Board to fall within the salary range applicable to the position of Chief Executive Officer and the Chief Operations Officer position shall become vacant.
- 8) In the event of a vacancy in the position of Chief Executive Officer, or in the event the Chief Executive Officer provides notice of resignation or intent to retire, the Board shall meet as soon as practical to determine if a search process should be conducted and, if so, how.
- 9) Trustees cannot be considered for employment as the Chief Executive Officer at KCERA unless they have been off the Board for at least one year. Any Board member interested in applying for a staff position within KCERA is strongly advised to consult Legal Counsel immediately, refrain from discussing the matter with any other Board or staff member, and refrain from participating in Board or committee deliberations from the very inception of the matter. Failure to do so would give rise to a disqualifying conflict of interest.

POLICY REVIEW AND HISTORY

- 10) The Board shall review this policy at least every five years.
- 11) This policy was:
 - a) Adopted by the Board on December 12, 2012.
 - b) Amended on April 13, 2016; October 10, 2018; August 11, 2021; and April 13, 2022.