

APPLICATION PROCESS FOR CPSG's

1. Applicants must fill out the application form online (paper applications are not accepted) here: <https://sandiegocounty.primegov.com/Portal/NewForm/1?committeeld=198>
2. After submitting the application online, the applicant will receive an email with a copy of the application and a supplemental page for certification by the Registrar of Voters. The applicant needs to complete the top portion and then provide a copy of the application and the certification page to the Group's Chairperson. The Chairperson needs to complete their portion of the certification page and send it to the Community Planning and Sponsor Groups (CSPG) Liaison at: communitygroups.lueg@sdcounty.ca.gov
3. The CSPG Liaison then sends the application and the completed certification page to the ROV for certification. The ROV will place a gold sticker on the certification page and send the certification page back to the CSPG Liaison, who will then send the Chair and applicant a copy of the stamped certification page.
4. Once certified by the ROV, the Community Group Chair will then add the applicant to their next meeting agenda. If a majority of the remaining authorized members vote to nominate the applicant to fill a vacant position, that nomination would then be sent to the applicable Board Office by the Chair (or the CSPG Liaison if the Chair prefers). Contact the CSPG Liaison for the Board Office Contact. Please also refer to the Group's standing rules, if any, regarding nominations.
5. When sending the nomination to the Board office, include specifics of the vote along with the certified application, vacancy notice and minutes from the meeting when the Community Group voted to nominate the applicant be sure to cc: communitygroups.lueg@sdcounty.ca.gov.
6. Once the Board Office approves the nomination, they will then notify the Clerk of the Board and the nomination will be added to the agenda of an upcoming Board of Supervisors (BOS) meeting. The BOS will vote on the nomination during a Board of Supervisors meeting, and the decision to nominate will be recorded in the meeting minutes.
7. Once the nomination is approved by the BOS, the new Community Group member will then receive a welcome email from PDS containing links to trainings and the Form 700 they need to complete. The new Member will also need to be sworn in when attending their first official meeting with the Community Group.

For any questions about the application process please contact:

communitygroups.lueg@sdcounty.ca.gov