

Process for the Board of Supervisors to Select a County Recorder Following a Mid-Term Resignation

Step 1: Acknowledge the Vacancy

1. **Notification of Resignation:** Ensure the Board of Supervisors receives formal written notice of resignation from the County Recorder.
 2. **Official Declaration of Vacancy:** The Board formally declares the vacancy during a public meeting, ensuring compliance with Arizona law and transparency.
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Step 2: Determine Eligibility and Political Affiliation

1. **Political Party Requirement:** Verify the political affiliation of the outgoing County Recorder. Arizona law requires that the appointee be of the same political party.
 2. **Eligibility Criteria:** Ensure candidates meet the legal qualifications for the office, including residency and voter registration requirements.
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Step 3: Solicit Applications

1. **Public Notice:** Advertise the vacancy and request applications through public announcements, official County channels, and outreach to the relevant political party.
 2. **Application Materials:** Require candidates to submit a resume, cover letter, proof of eligibility, and any additional materials deemed necessary by the Board.
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Step 4: Candidate Review and Interview Process

1. **Initial Review:** The Board or an appointed committee reviews all applications for completeness and eligibility.
 2. **Interviews:** Schedule public interviews with eligible candidates during an open Board meeting to ensure transparency and public input.
 3. **Background Checks:** Conduct background checks to verify qualifications and confirm there are no disqualifying factors.
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Step 5: Public Input and Deliberation

1. **Gather Feedback:** Allow the public to provide input or comments on the candidates during the open meeting.
 2. **Deliberate:** The Board discusses the qualifications of the candidates in an open meeting.
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Step 6: Appointment

1. **Selection and Vote:** The Board votes on the appointment during a public meeting. The candidate with the majority vote is appointed to the position.
 2. **Resolution of Appointment:** The Board adopts a resolution officially appointing the new County Recorder. Appointment is for a 2 year Term until the 2026 General Election.
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Step 7: Transition and Oath of Office

1. **Transition Planning:** Work with the outgoing County Recorder (if possible) and County staff to ensure a smooth transition.
 2. **Oath of Office:** The appointed County Recorder is sworn in and assumes the responsibilities of the office immediately.
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Step 8: Notify the Public and State Authorities

1. **Public Announcement:** Issue a press release or public notice announcing the appointment.
2. **State Notification:** Notify the Arizona Secretary of State's Office and other relevant authorities of the appointment.