

32<sup>nd</sup> District Agricultural Association

## Board Policies

### 5.06 Emergency CEO Succession

*Date Adopted/Last Revised: Month #, 20XX*

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*Note: Capitalized terms not otherwise defined in this Board Policy have the meanings set forth in the Definitions section of Board Policy 1.01. Should any provision in this policy contradict any provision of California law, California law shall control.*

#### Purpose

Planning for executive leadership transition is a critical governance responsibility of the Board. This policy outlines the responsibility of the Board to accomplish this role.

#### Policy

Succession planning of executive leadership is addressed through the close partnership between the Board and the CEO, and the informal ongoing planning for leadership development of management staff. The CEO is responsible to equip no fewer than two other members of the 32nd DAA's executive management team with sufficient information to assume the role of interim CEO with reasonable proficiency.

More formally, the Board and CEO are responsible to develop a written emergency plan, which is reviewed at the October annual meeting of the Board and revised when needed. The plan addresses unplanned short term absences of three months or less, as well as long term or permanent absences. The Board may work with the CEO, other members of the executive leadership team, and/or outside consultants to plan for a stable transition. Should the Board be required to appoint an interim CEO, it will make such appointment in accordance with the notice and reporting requirements of the Bagley-Keene Open Meeting Act.