

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

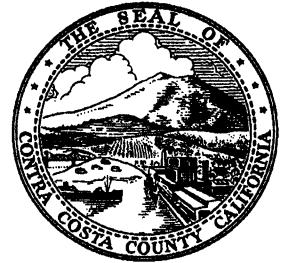
Adopted this Resolution on June 18, 2002 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:



Resolution No. 2002/377

Subject: In the Matter of Adopting Policy)
Governing Appointments to)
Boards, Committees, and Commissions)

WHEREAS, the Board of Supervisors wishes to encourage participation of interested citizens in the course of decisions affecting this County; and

WHEREAS a broad representation of existing concerns and views is desired; and

WHEREAS the Board of Supervisors, from time to time, finds the appointment of boards, commissions, or committees to be of value in promoting citizen participation;

NOW, THEREFORE, BE IT RESOLVED that the following procedures governing the formation of, and appointments to, boards, commissions, and committees are adopted:

I. APPOINTMENT PROCEDURE

A. In accordance with the Maddy Local Appointive List Act of 1975 (Government Code Section 54970 et seq.), the Board of Supervisors (hereinafter the "Board") shall prepare and make available at the office of the Clerk of the Board, annually by December 31, a list of all regular and ongoing boards, commissions, and committees (hereinafter "advisory bodies") that have members appointed by the Board. Such list shall contain (a) a list of all appointive terms that will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the positions; (b) a list of all advisory bodies whose members service at the pleasure of the legislative body, and the necessary qualifications for each position; (c) a list of all appointments of public members and alternate public members made to the Local Agency Formation Commission pursuant to Government Code section 54780, 54781, 54782.5, and 54782.7.

B. Unscheduled vacancies shall be reported immediately to the Board as a duty of the Chairperson of each advisory body. A special notice shall be listed on the Board calendar and shall be posted by the Clerk of the Board within 20 days after the vacancy occurs. Final determination shall not be made by the Board for a minimum of ten working days after posting of the notice. If the Board finds an emergency exists, it may fill the unscheduled vacancy immediately, but the appointee shall only serve on an acting basis until final appointment is made pursuant to this section.

C. Except for committees comprising County staff members, all advisory body members that are appointed by the Board shall have specific terms of appointment as prescribed by statute or as fixed by the Board. Unless otherwise specified, appointees shall serve four-year terms. All terms should be staggered to limit the number of scheduled vacancies at any one time.

D. All Board appointees to advisory bodies serve at the pleasure of the Board and may have their appointments rescinded by a majority vote of the Board,

provided that such action is consistent with conditions imposed by law.

The Board shall comply with all mandated eligibility requirements. Where permitted by law, special qualifications may be imposed for specific boards. All appointees must reside or work in the County. All appointees must be electors of this County or the district if required by state law. If any eligibility requirement is not maintained, the Board shall immediately terminate the appointment upon notification by the advisory body chair.

- F. The Board shall strive to maintain an ethnic, economic, and geographic balance to the membership of advisory boards, committees, and commissions.
- G. A press release shall be utilized to announce vacancies. Interested persons shall apply in writing to the Clerk of the Board for all vacancies.
- H. The Board recognizes four distinct types of seats on advisory boards, committees, and commissions. These are:

Type 1: Supervisorial District Appointments

The nomination is made by an individual Supervisor for full Board action.

Type 2: At Large Appointments with relatively few, if any, restrictions

Application is made to the Clerk of the Board, and the Internal Operations Committee nominates an individual for full Board action after giving the affected advisory body an opportunity to screen, interview, and rank the applicants, and make its nomination(s) to the Committee.

Type 3: At Large Appointments with specific qualifications

Application is made to the Clerk of the Board. Staff to the affected board or commission shall review all applications to eliminate clearly ineligible candidates. The Internal Operations Committee will nominate an individual for full Board action after giving the affected advisory body an opportunity to screen, interview, and rank the eligible applicants, and make its nomination(s) to the Committee.

Type 4: Appointments where the Board has delegated nominating authority to another jurisdiction or where an individual serves as ex-officio.

Applications are forwarded to the nominating jurisdiction and that jurisdiction's nomination is returned to the Clerk of the Board to list on the Board's agenda for action. In cases where an individual serves ex-officio, no application or appointment is necessary and vacancies need not be publicly announced.

Each advisory body shall recommend to the Board in which group each of its seats should be placed. The Board's decision will determine the application and selection process. The terms of Type 1 appointments shall expire, if possible, within six months after the term of office of the nominating supervisor expires.

- I. A screening committee may be selected to assist the Board, or a member of the Board, in the interview and selection of applicants for appointment. Membership subcommittees of advisory bodies may serve this purpose.
- J. Each advisory body may advise the Board of Supervisors of any current, special membership needs, especially relating to specific representation or qualifications.
- K. Except where federal, State, or County statutes or regulations dictate otherwise, the following should generally not be considered for membership on advisory bodies:

- ◆ Membership by more than one member of a family serving simultaneously on the same advisory body;
- ◆ Where a person's occupation or property ownership may require repeated abstentions because of potential conflicts of interest.

The Board of Supervisors may waive these criteria in exceptional circumstances.

- L. Applicants not selected for a given advisory body should be invited by the advisory body to attend its meetings, and should be encouraged to apply for membership on other advisory bodies in their areas of interest. A letter is to be sent to each applicant not selected giving the dates, times, and location of the meetings of the advisory body for which they applied and thanking them for their application.

II. RESPONSIBILITIES RELATED TO ADVISORY BODIES

A. Each advisory body:

- ◆ shall have specifically defined objectives;
- ◆ shall elect a chairperson and notify the Clerk of the Board of said selection;
- ◆ shall establish regularly scheduled meeting times and inform the Clerk of the Board of such schedule;
- ◆ subject to limitations resulting from statutory requirements, may adopt a set of operating rules addressing quorum requirements, attendance requirements for continuing membership, the election of officers, and the establishment of subcommittees comprising current members of the advisory body. Other operating rules shall be approved by the Board of Supervisors.
- ◆ shall keep necessary records and submit an annual report, in accordance with the report format and time schedule set forth in Section IV of this resolution;
- ◆ shall be governed by the Brown Act and the County's Better Government Ordinance;
- ◆ shall have the right, upon approval of the Board of Supervisors, to appoint alternates to its members. Approval will be based on a demonstrated need for alternates and satisfaction that alternates will improve the functioning of the group, and that it is authorized by law.

III. FORMATION OF ADVISORY BODIES

- A. The Board of Supervisors may form an advisory body for purposes of rendering advice or recommendations to the Board on issues of importance. The Board may also form such a body where enabled by State legislation for purposes of delegation of duties. The Board of Supervisors, when forming such an advisory body, shall set a termination date for it. In the absence of positive action by the Board of Supervisors to continue an advisory body, it will terminate on the date specified.

- B. Membership of advisory bodies shall be representative of the subject concern in the County, but limited to a number that can work efficiently together.
- C. At the time of an advisory body's creation, the Board shall determine whether or not an advisory body shall adopt a conflict code.
- D. The Board of Supervisors shall review a three (3) year intervals beginning in 2002 each advisory body whose existence is not mandated by State or federal law or regulation for justification of its continuation.

IV. ANNUAL REPORT

Each regular and ongoing board, commission, or committee shall annually report to the Board of Supervisors on its activities, accomplishments, membership attendance, required training/certification (if any), and proposed work plan or objectives for the following year, on the second Tuesday in December.

Annual reports shall follow the following format and shall not exceed two typewritten pages:

Advisory Body Name:
Advisory Body Meeting Time/Location:
Chair (during the reporting period):
Staffperson (during the reporting period):
Reporting Period:

- I. Activities (1/2 page)
Describe your activities for the past year, including areas of study/work, special events or collaborations, etc.
- II. Accomplishments (1/2 page)
Describe your accomplishments for the past year, particularly in reference to your work plan and objectives
- III. Attendance/Representation (1/4 page)
Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.
- IV. Training/Certification (1/4 page)
Describe any training that was provided/conducted and/or any certifications received either as a requirement or on an elective basis by committee members.
- V. Proposed Work Plan/Objectives for Next Year (1/2 page)
Describe your work plan, including specific objectives to be achieved for the following year.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown:

ATTESTED: June 18, 2002

JOHN SWEETEN, Clerk of the Board of Supervisors and County Administrator

By Danielle Kelly, Deputy