

Appointment procedures excerpted from:



CONTRA COSTA COUNTY

Advisory Body Handbook

Guidelines and Resources for Boards, Commissions and
Committees that are Governed by the
Contra Costa County Board of Supervisors

Advisory Body Handbook is written for all Boards, Committees, Commissions, and Councils that are governed by the Board of Supervisors. This information may also be useful to other governing authorities seeking approval of board, commission, or committee appointments by the Board of Supervisors.

For questions or comments about this Handbook, please contact the Clerk of the Board of Supervisors at (925) 335-1900 or ClerkOfTheBoard@cob.cccounty.us.

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out to present only the subject matter displayed.

IV. Appointment Procedures of the Board of Supervisors

Procedures for Managing Appointments, Resignations, and Vacancies

Committee staff liaisons must coordinate with the County Administrator's Office to arrange for Board Orders (recommending appointments) to go before the standing committee (when required) and Board of Supervisors for approval, including submitting complete application materials for review. Sample formats for appointment Board Order documents appear in Appendix 26.

Appointment procedures were adopted by the Board of Supervisors in two separate Resolutions, Resolution no. 2020/1 (advisory bodies—Appendix 16) and Resolution 2020/2 (independent bodies—Appendix 17). They should be consulted for specific guidance concerning the County's appointment procedures.

A. *Advisory Boards or Committees*

Resolution 2020/1 governs procedures for appointments to advisory committees, boards and commissions created by the Board of Supervisors.

B. Independent Boards or Committees

Resolution 2020/2 describes procedures for appointments to independent boards commissions, and committees, including appointments that are first reviewed by a Board Standing Committee(s).

Committee staff should coordinate with the County Administrator's Office and Office of the Clerk of the Board to coordinate the appointment process pursuant to the guidelines that appear in the appropriate Board Resolution.

For any questions concerning the Resolutions or the procedures to follow to submit applications to the Board of Supervisors for consideration, contact the Clerk of the Board of Supervisors at 925-335-1900.

C. Recruitment

Recruitment should be as widespread and broad based as possible, using all avenues available. Copies of any recruitment announcement issued by the committee should be sent to the Clerk of the Board of Supervisors for posting in the County building. Suitable recruitment posting locations include public libraries, the County webpage, and public interest announcements in local newspapers or other media.

Social media should only be used to recruit applicants provided that an announcement also appears on the County website.

County policy requires that, unless otherwise provided in the law, appointees must reside or work in Contra Costa County.

D. Resignations

Some committee members may find it necessary to resign before their term expires. Committee members who wish to resign should notify committee staff as soon as possible.

A resignation results in an "unscheduled vacancy" which must be reported to the Board of Supervisors. Committee liaisons or District Office staff should submit a Board Order to CAO to be included in the Board of Supervisor's agenda to "announce the vacancy." Once the Board Order is approved, Clerk of the Board must advertise the vacancy for at least 10 days before a new appointment can be made (under State law). Active recruitment for the vacancy should occur during this time.

E. Managing Vacancies

There are two types of vacancies. The difference in the two types of vacancies depends on whether the seat term has expired when the vacancy occurs.

- **Scheduled Vacancy:** a scheduled vacancy occurs automatically when the term of appointment expires.
- **Unscheduled vacancy:** An unscheduled vacancy occurs before the end of the appointed term for a variety of reasons, such as resignation from a seat or ineligibility due to moving outside of the County.

1. Scheduled Vacancies

A scheduled vacancy occurs when the seat term expires. The Clerk of the Board posts a list every January 1 on the County website, showing the scheduled vacancies (including the scheduled seat expiration dates) that will occur during the following calendar year. In addition, the Clerk of the Board of Supervisors will update all the official committee rosters maintained on the County website, to reflect

vacancies resulting from expired terms as they occur. In addition, the Clerk of the Board publishes an updated list every week of all current committee vacancies on the County web site.

2. Unscheduled Vacancies

An unscheduled vacancy occurs when a committee member leaves the committee for any reason before the end of the appointed term of office. Unscheduled vacancies must be recognized officially by the Board of Supervisors (through a Board Order). An official notice of the vacancy must be posted by the Clerk of the Board of Supervisors for at least ten business days before a new appointment can be approved.

Announcing Unscheduled Vacancies

Committee staff should submit a draft Board Order for unscheduled vacancies only to the County Administrator's Office to add the required vacancy announcement to the Board of Supervisor's agenda. "Unscheduled vacancies" cannot be filled until the required 10- day posting is complete following approval of the agenda item. The subsequent appointment (to fill the vacated seat) requires a separate Board Order.

A sample format for Board Orders to announce an unscheduled vacancy is found in Appendix 26.

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