

**Adopted this Resolution on 12/13/2011 by the following vote:**

<b>NOES:</b>	
<b>ABSENT:</b>	
<b>ABSTAIN:</b>	
<b>RECUSE:</b>	



Applications may be delivered to either the Clerk of the Board or to the District Supervisor's office. Applications received by a Supervisor's office are to be sent to the Clerk of the Board, and a copy is to be retained by the Supervisor's office. The Clerk of the Board will ensure that the Supervisor has a copy of all applications originally filed with the Clerk of the Board.

## 2. At Large/Countywide Seats

Applications are sent to the Clerk of the Board. The Clerk of the Board will distribute the applications to the appropriate interviewer. When an independent body conducts interviews, the body's recommendation will be provided to a Board Committee for further review. In all cases, the Board Committee decides which applicants to nominate for full Board action. A list of those bodies that initially interview applicants for appointment is attached hereto as Exhibit B, "Bodies that interview applicants for at large/countywide appointments." A list of those bodies for which a Board Committee initially interviews applicants for appointment is attached hereto as Exhibit C, "Bodies for which a Board Committee interviews applicants."

A Board Committee or an individual Supervisor may select a screening committee to assist in interviewing the applicants for appointment. A membership subcommittee of an independent body may serve this purpose.

B. An unscheduled vacancy occurs when an appointee leaves his/her seat before his/her term expires. Unscheduled vacancies in seats on independent bodies which are appointed by the Board will be listed on the Board's agenda within 20 days after the vacancy occurs. The Board will declare the positions vacant and instruct the Clerk of the Board to post the unscheduled vacancies. The Clerk of the Board will create and post the unscheduled vacancy notice within one business day of being instructed to do so by the Board. The notice will be placed at the following locations: 1) in a conspicuous place at the Office of the Clerk of the Board; 2) at all County Library branches; and 3) on the Contra Costa County website. Additional outreach may be implemented by the Supervisorial District offices and/or the independent body. Pursuant to Government Code §54974(a), the Board will not make a final appointment for a minimum of ten working days after the Clerk has posted the unscheduled vacancy notice. If the Board finds an emergency exists, it may fill the unscheduled vacancy immediately, but the appointee will only serve on an acting basis until the final appointment is made.

C. Except where federal, State, or County statutes or regulations dictate otherwise, or in exceptional circumstances, the following applicants generally should not be appointed:

1. An applicant who has a family member already serving on the same independent body;
2. An applicant who would be repeatedly required to recuse himself from the body's business due to a conflict of interest.

D. Board of Supervisors representatives on independent bodies serve at the pleasure of the Board and may be removed during their terms of office by a majority vote of the Board at its pleasure, provided such action is consistent with conditions imposed by law.

E. This Resolution and Resolution 2011/497 supercede Resolution 2002/377 in its entirety.

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.

Contact: Timothy Ewell, 925-335-1036

ATTESTED: December 13, 2011

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

cc:

RESOLUTION NO. 2011/498

EXHIBIT A

Independent Bodies

A. Decision-Making Bodies

Airport Land Use Commission  
Alamo-Lafayette Cemetery District Board of Directors  
Assessment Appeals Board  
Byron-Brentwood-Knightsen Union Cemetery District Board of Trustees  
Contra Costa Resource Conservation District Board of Directors  
Contra Costa County Employees Retirement Association Board or Trustees  
East Contra Costa Fire Protection District Board of Directors  
First 5 Contra Costa Children and Families Commission  
Housing Authority Board of Commissioners  
Merit Board  
Contra Costa Mosquito & Vector Control District Board of Trustees  
Tri-Delta Transit Authority Board of Directors  
Western Contra Costa Transit Authority Board of Directors  
Contra Costa County Workforce Development Board

B. Advisory to independent bodies

Affordable Housing Finance Committee  
Bay Area Library & Information System Advisory Board  
Contra Costa County Fire Protection District's Fire Advisory Commission  
Contra Costa Transportation Authority Citizen Advisory Committee  
Crockett-Carquinez Fire Protection Commissioners  
East Bay Regional Park District Park Advisory Committee  
In-Home Supportive Service Public Authority Advisory Committee  
North Richmond Waste and Recovery Mitigation Fee Committee

*Last Updated: December 8, 2011*

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EXHIBIT B

Bodies that Interview Applicants for At-Large/Countywide Appointments

Affordable Housing Finance Committee

Bay Area Library & Information System Advisory Board

Contra Costa County Workforce Development Board

*Last Updated: December 8, 2011*