

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
and for Special Districts, Agencies and Authorities Governed by the Board

Resolution No. [2011/4972020/1](#)

**IN THE MATTER OF ADOPTING POLICY GOVERNING APPOINTMENTS TO, FORMATION OF,  
AND REQUIREMENTS ~~OF~~ BOARDS, COMMITTEES,  
AND COMMISSIONS THAT ARE ADVISORY TO THE BOARD OF SUPERVISORS**

**WHEREAS**, the Board of Supervisors appoints citizens to boards, committees, and commissions that are advisory to and governed by the Board; and

**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 finds the appointment of citizens to advisory boards, commissions, or committees to be of value in promoting civic participation;

**NOW, THEREFORE, BE IT RESOLVED** that the following procedures governing the formation of, and appointments to, boards, commissions, and committees that are advisory to the Board of Supervisors (hereafter “advisory bodies”) are adopted:

**I. APPLICATION**

**A.** The advisory bodies to which this Resolution applies are listed on Exhibit A, “Advisory Bodies” attached hereto.

**II. LOCAL APPOINTMENTS LIST**

**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”) will include in the Local Appointments List prepared by December 31st of every year, a list of all regular and ongoing advisory bodies that have members appointed by the Board.

**1.** The Local Appointments List will be made available at the following locations: a) in a conspicuous place at the Office of the Clerk of the Board; ~~b) at all County Library branches;~~ and [eb](#)) on the Contra Costa County website.

**2.** The Local Appointments List will include a) a list of all appointive terms that will expire during the next calendar year; b) a list of all advisory bodies whose members serve at the pleasure of the Board; b) the name of the incumbent, if any; c) the date of appointment for each filled seat; c) d) the necessary qualifications for service in each seat; e) the date on which the term for the seat expires, if any.

**III. APPOINTMENT PROCEDURE**

**A.** The Board makes appointments to two distinct types of seats on its advisory bodies. The following process will be followed for appointments to these two types of seats:

**Type 1: Supervisorial District Appointments**

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.

**Type 2: At Large/Countywide Appointments**

Applications are sent to the Clerk of the Board. The Clerk of the Board will distribute the applications to the appropriate interviewer. [With the exception of the Planning Commission and the Treasury Oversight Committee, bodies may generally conduct their own interviews of applicants, unless provided direction by a Board Committee.](#) When an advisory body conducts interviews, the body’s recommendation will be provided to a Board Committee for further review. [along with all applications received for the applicable seat.](#) In all cases, the Board Committee decides

which applicants to nominate for full Board action. ~~A list of those advisory 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."~~

**B.** A Board Committee or an individual Supervisor may select a screening committee to assist in interviewing applicants for appointment. Membership subcommittees of Board advisory bodies ~~bodies~~ may serve this purpose.

**C.** The Board shall strive to maintain an ethnic, economic, and geographic balance to the membership of advisory bodies.

**D.** 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 advisory body.

2. An applicant who would be repeatedly required to recuse himself from the body's business due to a conflict of interest.

**E.** Except for county officers and employees serving in an official capacity, all advisory body members 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, and terms should be staggered to limit the number of scheduled vacancies at any one time.

**F.** All Board appointees to advisory 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 that such action is consistent with conditions imposed by law.

**G.** An unscheduled vacancy occurs when an appointee leaves his/her seat before his/her term expires. Unscheduled vacancies in seats on advisory 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 posted at the following locations: 1) in a conspicuous location at the Office of the Clerk of the Board; ~~2) at all County library branches;~~ and ~~23)~~ on the Contra Costa County website. Additional outreach may be implemented by the Supervisorial District offices, and/or the advisory 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.

#### **IV. FORMATION AND DISSOLUTION OF ADVISORY BODIES**

**A.** The Board of Supervisors may form an advisory body for the purpose of rendering advice or recommendations to the Board on issues of importance. The Board of Supervisors may dissolve an advisory body at the Board's discretion, consistent with conditions imposed by law. Commencing July 1, 2012, each advisory body shall be reviewed at least once every three years pursuant to a procedure established by the Board [in Resolution 2012/261 or its successor](#).

**B.** When the Board creates an advisory body, the Board may determine whether or not the body should adopt a conflict of interest code.

#### **V. RESPONSIBILITIES OF ADVISORY BODIES.**

**A.** Each advisory body:

1. Shall operate within its mandate as defined in the Board Order, Resolution, or Ordinance creating the body and any applicable law, and may establish specifically defined objectives consistent with its mandate.
  2. Shall elect a chairperson and notify the Clerk of the Board of said selection;
  3. Shall establish regularly scheduled meeting times and inform the Clerk of the Board of such schedule;
  4. Subject to limitations resulting from statutory requirements, may adopt a set of operating rules (bylaws) addressing attendance requirements for continuing membership, the election of officers, and the establishment of subcommittees composed solely of current members of the advisory body. ~~Should the advisory body adopt The~~ operating rules (bylaws) ~~that address other topics, these rules~~ shall not be operative until they have been approved by the Board of Supervisors.
  5. Shall ~~keep-maintain~~ necessary records including agendas and meeting minutes (records of action) and ensure that these documents are made available to the public upon request.
  6. Shall comply with by the Ralph M. Brown Act (Gov. Code, §§-54950, et. Seq.) and the County's Better Government Ordinance (County Ordinance Code Division 25-.)
  7. Shall post meeting agendas on the County's webpage, in addition to the physical posting requirements specified in the Brown Act and Better Government Ordinance, at least 96 hours ahead of any regular meeting, beginning on March 2, 2020.
  8. Shall comply with the Board's policy against conflict of interest, as required by state law and County policies, including but not limited to Resolution No. 2002/376 and Resolution 2011/55, or their successors.
  98. Shall submit an Annual Report to the Board in December on its activities, accomplishments, membership attendance, required training/certification ~~(if any)~~, and proposed work plan or objectives for the following year, in December. ~~(The form~~ A suggested template for the Annual Report can be found in the Advisory Body Handbook or can be obtained by contacting the Clerk of the Board)
- VI. This Resolution ~~and supersedes~~ Resolution 2011/497/498 ~~supereede Resolution 2002/377~~ in its entirety.