



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: October 5, 2021

Subject: NOMINATION OF 2022 OFFICERS OF THE BOARD OF SUPERVISORS

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**RECOMMENDATION(S):**

1. ELECT a Supervisor to be Chairperson of the Board of Supervisors for calendar year 2022 or until the selection of a successor, whichever occurs later.
2. ELECT a Supervisor to be Vice-Chairperson of the Board of Supervisors for calendar year 2022 or until the selection of a successor, whichever occurs later.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

At the first meeting of each calendar year, the Board of Supervisors reorganizes, updates its rules of procedure, establishes the list of standing and ad hoc committees and appoints board members to committees, and discusses prior year accomplishments and new year goals and challenges. Preparation for the annual reorganization meeting requires many weeks of staff effort, under the direction of the board chair.

The Board of Supervisors votes to select its officers following a nomination process. Although not a requirement, the Board has traditionally rotated the offices of Chair and

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **10/05/2021** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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: October 5, 2021

Contact: Jami Morritt  
925-655-2005

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

Vice Chair among the five members, i.e., each member would serve

### BACKGROUND: (CONT'D)

as Chair at least once during his/her term of office. This rotation has historically been interrupted only due to changes in membership or absence due to illness.

The Chair serves as presiding officer of the Board; rules on questions of procedure; nominates for Board approval representatives to Board committees whose appointment is not otherwise provided for; signs resolutions, ordinances, contracts, leases and other official documents approved by the Board; preserves order and decorum; and decides all questions of order. The Chair may consult with County Counsel in making such rulings. Decisions of the Chair may be overruled by a majority vote of the Board of Supervisors.

The Vice-Chair has and may exercise all powers and duties of the Chair at the meetings at which the Chair is absent.

If neither the Chair nor the Vice-Chair is present at a Board meeting, the Board members present select one of their members to act as the Chair Pro Tempore. The Chair Pro Tempore shall have and exercise all the powers and duties of the Chair for that particular meeting only.

Because the reorganization requires substantial thought and planning, early selection of new year officers permits the incoming board chair to take an active role in planning for the annual reorganization.

### CONSEQUENCE OF NEGATIVE ACTION:

Planning and administration of the annual board reorganization may take longer to implement if the 2022 board officers are not decided in the fall of 2021.

### CLERK'S ADDENDUM

**Speakers: no name given;**

ELECTED Supervisor Karen Mitchoff to serve as Chair of the Board in 2022; and  
ELECTED Supervisor Federal Glover to serve as Vice Chair for 2022.