COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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POLICY TITLE BOARD OF SUPERIVSORS – BOARDS, COMMMITEES AND COMMISSIONS - APPLICATION EVALUATION POLICY FOR MEMBERS AT-LARGE	I-5	1 of 2
	Date Adopted: 08/11/2015	Effective Date: 08/25/2015

I. PURPOSE

The Board of Supervisors recognizes the need for a process that will ensure fair, transparent and impartial evaluation of candidates for appointment to committees and commissions that are governed by the Board. This policy shall apply to all committees and commissions for which the appointments are *not specific to a single Supervisorial District*; however, Board members may use the procedure provided herein for District-specific appointments at their discretion.

II. POLICY

A Committee Application Review Team (CART) shall be established and be comprised of the Chief Administrative Officer (CAO) or designee, the Clerk of the Board (Clerk) and a subject matter expert(s) to be selected by the CAO and Clerk.

III. PROCEDURE

Except as otherwise provided in federal, state, or local regulations or law, or as specifically prescribed by the Board of Supervisors, the selection process for members at-large of commissions and committees shall be in accordance with the following:

A. Application

An application is <u>required</u> prior to consideration for appointment to a committee or commission. The Clerk is responsible for developing a standard application form and may make modifications thereto as needed.

1. The CART may develop supplemental questions derived from specific content in governing documents to be included in the application;
2. Candidates may be required to submit resumes, references, or other documentation as determined by the CART.
3. Copies of all applications will be provided to each member of the Board.

B. Evaluation
   1. For each committee or commission, the CART shall apply a uniform ranking, rating or other system for evaluating applications. The CART will use applicable governing documents for each committee or commission to establish criteria for evaluating candidates.
   2. The evaluation process may include brief interviews of candidates by the CART. Interview questions shall be prepared by the CART and each candidate shall be asked the same set of questions.

C. Recommendation

The Clerk will prepare an agenda item including the CART's recommendations for appointment(s). The ranking, rating, or system used to evaluate the candidates shall be documented and included as part of the agenda item .

IV. REFERENCES

N/A

V. RESPONSIBLE DEPARTMENT/STAFF

Clerk of the Board of Supervisors
Chief Administrative Office

VI. DATES ISSUED AND REVISED; SUNSET DATES:

Issue Date:	08/11/2015	**Sunset Review Date:**	08/24/2019
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