



# COUNTY OF EL DORADO, CALIFORNIA

## BOARD OF SUPERVISORS POLICY

Subject:  POLICY TITLE  BOARD OF SUPERVISORS – BOARDS, COMMITTEES AND COMMISSIONS - APPLICATION EVALUATION POLICY	Policy Number:  I-5	Page Number:  1 of 2
	Date Adopted: 08/11/2015	Last Revised Date: 07/18/2023

### 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 boards, committees, and commissions for which the appointments are *not specific to a single Supervisorial District, the governing documents designate a specific staff member to make the recommendation or the recommendation is coming from the committee or commission itself after the committee or commission has reviewed the applications and conducted interviews per their governing documents*; 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 of boards, committees, and commissions when more than one application for a single position is received by the Office of the Clerk of the Board shall be in accordance with the following:

#### A. Application

An application is required 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.



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**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).

**IV. REFERENCES**

N/A

**V. RESPONSIBLE DEPARTMENT/STAFF**

Clerk of the Board of Supervisors  
 Chief Administrative Office

**VI. DATES ISSUED AND REVISED, SUNSET DATES:**

<b>Originally Adopted:</b>	08/11/2015		
<b>Last Revision:</b>	07/18/2023	<b>Next Review:</b>	07/18/2027