



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
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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, at their option, use the procedure provided herein for their District-specific appointments.

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 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 commissions and committees 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.

- a. The CART may develop supplemental questions derived from specific content in governing documents to be included in the application;
- b. Candidates may be required to submit resumes, references, or other documentation as determined by the CART.

B. Evaluation

For each committee or commission, the CART shall apply a ranking, rating or other system for evaluating applications.

- a. The CART will use applicable governing documents for each committee or commission to establish criteria for evaluating candidates.
- b. The evaluation process may include brief interviews of candidates by the CART.
 - i. The CART may determine minimum requirements that may be used to narrow the pool of candidates to be interviewed.
 - ii. Interview questions shall be prepared by the CART and each candidate shall be asked the same set of questions.



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- c. The ranking, rating, or system used to evaluate the candidates and the results thereof shall be documented and included as part of the agenda item for recommendation of the official appointment(s) for public viewing purposes.

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:	XX/XX/2015	Sunset Review Date:	XX/XX/2019
Revision Date:	XX/XX/XXXX	Sunset Review Date:	XX/XX/XXXX