

South Bay Cities Council of Governments

May 28, 2015

To: SBCCOG Board of Directors

From: Steering Committee

Subject: Process for Appointment of SBCCOG representative to Outside Boards

Adherence to Strategic Plan:

Goal B: Regional Advocacy. Advocate for the interests of the South Bay.

Background

The SBCCOG has representation on the boards and committees of several regional agencies – SCAG, League of California Cities, Metro and other ad hoc committees. The purpose of this memo is to create a formal policy that sets forth a process for the appointments to be made.

Proposed Process

When a vacancy is established for an appointment for which the SBCCOG fills the seat, a notice will be sent to all city council members and Mayors of the member cities. Those interested can nominate themselves or have someone nominate them.

The notice will:

- Identify the appointment to be filled and include any specific qualifications required
- State the frequency and time of the meetings for the body to which the appointment will be made
- If available, include a link to pertinent information about the body to which the appointment is being made
- Request a brief bio/resume from the nominees as well as a brief Statement of Interest as to why they would like to serve in the position
- Include a deadline after which nominations will no longer be accepted. This should be at least two weeks from the time the vacancy is announced.

The selection process will commence at the next regularly scheduled Steering Committee meeting after the deadline for nominations has passed. The bio/resume and Statement of Interest for all nominees will be included in the Steering Committee agenda packet which is distributed to members in advance of the meeting. At the meeting, each nominee will be given a chance to speak for 3 minutes as to why they would like the position. If they cannot attend, the Executive Director will read their statement. At the end of the statements, questions can be asked of the nominees by Steering Committee members for further clarification.

When the nominees have completed their statements, the Chair will entertain a motion for a recommendation to the Board of who should receive the appointment. The Steering Committee recommendation will be ratified by the Board on their Consent Calendar at the next meeting.

Should this selection process take place at the December or February Steering Committee meetings when there is no Board meeting, by the existing policy of the Board, these selections would be final and the Board would be notified at their next meeting.

RECOMMENDATION

Adopt the above process for appointments.