

Alameda County Mayors' Conference

To: Applicants Considering Appointment to a Regional Board

From: Steven Bocian, Executive Director, Alameda County Mayors' Conference

Subject: Information Concerning Submitting an Application for Consideration of Appointment to a Regional Board

Thank you for considering to participate on a regional board. Your participation is critical to the effective functioning of these boards.

The Application Process

Currently, the Alameda County Mayors' Conference (Mayors' Conference) and/or the Alameda County City Selection Committee (City Selection Committee) are responsible for making appointments to seventeen regional boards operating in Alameda County and the greater Bay Area.¹ A complete listing of these regional boards showing current vacancies, members, and general information is listed on the Alameda County Mayors' Conference website, located [here](#).

For some regional boards, the Alameda County Mayors' Conference appointment is in the form of a recommendation that requires separate action by the governing board overseeing the regional board. For example, the Alameda County Board of Supervisors may have the final authority to approve the appointments to its Human Relations Commission. For others, the regional governing board merely ratifies the Mayors' Conference appointment with no action required by the regional governing board.

Regardless of this final appointment process, after the Alameda County Mayors' Conference takes action, the applicant's application and appointment information are forwarded to the regional board for processing. Several regional boards also require a separate application, and in these cases, the information will be forwarded to you by the board's administrative staff. As such, you may find yourself needing to submit two separate applications requiring two separate actions, i.e., Alameda County Mayors' Conference and the regional board's board, both of which may take a few months to fully process since both the Mayors' Conference and some regional boards meet on a monthly only basis.

Once you have submitted your application to the Mayors' Conference, it will be forwarded to all members, including those on its Nominating Committee, who will conduct an initial review and make a recommendation to the entire membership for its consideration and action. An appointment requires affirmative action by the majority of members attending the meeting. You will be notified of the outcome of your application immediately after the members take their action. The Mayors' Conference will forward a recommendation letter to the regional agency overseeing the board via email detailing the appointment and anticipated term of office. Following this action, the regional board's governing agency will proceed with the processing.

Application Form Instructions and Submittal

The Alameda County's Application for Consideration of Appointment to a Regional Board is available for download from our website, located [here](#). The application form must be completed fully for your application to be considered for appointment.

Because these types of forms are subject to issues when opened in various types of computers or software, it is best to follow these steps to ensure it operates appropriately:

- Prior to entering text into the application, download the application and give it a unique file name.
- Please limit your text to the size of the text boxes. If you need more space, include an attachment. Expanding the text beyond the size of the text boxes will make those sections unreadable once the application has gone through the printing process.
- Upon completing the application, it is best to save it and then print it as a PDF. On MS Windows, you can use the "Microsoft Print to pdf" option found in the *Printer* drop-down box. You can also use Adobe or another brand of PDF software if available. Printing the application as a PDF locks the cells and retains the document's formatting.
- Send the printed copy and retain the original for your records.
- If you do not have the tools needed to print as a PDF, just send the saved file, and we will contact you if there are issues.
- Please return the saved application to sbocian@acmayorsconference.org.

Thank you for your interest in the regional board public process. If you have any questions, please contact me at sbocian@acmayorsconference.org

For further information regarding the Alameda County Mayors' Conference, please visit acmayors.com.

¹ For this memo, this information and instructions will also apply to appointments made by the Alameda County Mayors' Conference when it acts as the Alameda County City Selection Committee. Information, regarding the Alameda County City Selection Committee is available at the Alameda County Mayor's Website located [here](#).