

# Alameda County Mayors' Conference

To: Applicant 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

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

## The Application Process

Currently, the Alameda County Mayors' Conference and/or the Alameda County City Selection Committee is responsible for making appointments to seventeen regional boards operating in Alameda County and the greater Bay Area.<sup>1</sup> 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 regional body overseeing the regional board. For example, the Alameda County Board of Supervisors may have the final authority to approve the appointments to its regional boards. For others, the regional body merely ratifies the appointment and for others yet, there is no action required by the regional body. Regardless of this process, after the Alameda County Mayors' Conference takes its action, the applicant's application and appointment information is forwarded to the regional body for its processing. Several regional bodies also require a separate application and in these cases the information would be forwarded to you by the body'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 body's board, both of which may take a few months to fully process since both the Mayors' Conference and some regional bodies meet on a monthly only basis.

Once you have submitted your application to the Alameda County Mayors' Conference, it will be forwarded to all members and an initial review and recommendation will be conducted by its Nominating Committee and then action will be taken by the full membership. Both of these actions most often occur on the same evening. An appointment requires an affirmative action by the majority of members attending the meeting and you will be notified of the outcome of your application immediately after the members take their action. If the Mayors' Conference's action is to recommend/make appointment to the regional board, your application and a recommendation for appointment letter will be forwarded to the regional body and you will receive a copy of this letter. Following this action, subsequent processing will occur by the regional body.

### Application Form Instructions and Submittal

The Alameda County's Application for Consideration of Appointment to a Regional Board is attached to this email and must be completed fully for your application to be considered for appointment. Should you have any issues opening the application form, or if it is received as a *winmail.dat file*, the application is available for downloading from our website located at <https://www.alamedacountymayorsconference.org/fc/app.pdf>). 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 assure it operates properly:

- 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 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, then just send the saved file and we will contact you if there are issues.
- You may use the email address hyperlink on the application form to address your email, but this link will not attach the application to the email so you will need to do this as a separate action.

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

For further information regarding the Alameda County Mayors' Conference, please visit: <https://www.alamedacountymayorsconference.org/>

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<sup>i</sup> 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: <https://www.alamedacountymayorsconference.org/alameda-county-city-selection-committee/>