

**APPOINTMENT PROCESS AND SCHEDULE**  
**Approved by Board of Directors on March 17, 2010**

(Board Meetings are noted in bold font)

- March 17 (Wednesday)** Board to decide at its regular meeting whether to appoint a new director or call for an election.
- March 18 (Thursday) Staff to post vacancy notices at Division 1 libraries, city halls, Chamber of Commerce offices, and on the CCWD website. Posting in local newspapers will occur as soon as possible after this date, based on print schedules.
- Applications will be available through the District Secretary and on the website. Information on the District will be provided to all applicants including: the District profile, the annual report, the annual water quality report, a Los Vaqueros Reservoir Brochure, and a Division 1 map.
- April 2 (Friday) Board to submit draft questions to the District Secretary.
- April 9 (Friday) All applications received before the 5:00 p.m. deadline on this date will be considered by the Board. The District Secretary will establish verification of residency as applications are received.
- April 10 (Saturday) Deadline for staff to provide Board with copies of application packets, and a ranking sheet.
- April 15 (Thursday) Deadline for Board to return ranking sheets to the District Secretary
- April 16 (Friday) Board to be sent list of the final four top-rated candidates (five in the case of a tie), along with the proposed interview questions.
- Ranking sheets and applications will be made public with a copy available for review at the District Center and on the District website.
- April 16 (Friday) A letter of invitation from the Board President will be sent, by regular and certified mail, to up to four candidates (five in the case of a tie) to appear in front of the Board for an interview. The District Secretary will follow up the letters with a phone call to the candidates selected. Candidates not selected to appear will also be informed.
- April 21 (Wednesday)** **Board Meeting for Public Interviews and Appointment of Division 1 Director. An additional (special) meeting will be scheduled, if needed.**
- May 13 (Thursday) Deadline set by Government Code for a Board appointment or a decision to call an election. If the deadline is not met, the Board of Supervisors has 30 days to make an appointment or call an election