

Santa Clara County Board of Supervisors

Driving Directions to the County Government Center:

The Government Center is located at 70 West Hedding Street at the corner of North First St., San Jose. Metered parking is available on the streets, and a public parking garage is located just west of San Pedro Street. The parking lot across the street is reserved for permit parking from 7:00 a.m. to 5:00 p.m.

From the North: Take Hwy 101 South to I-880 South, take First St. exit, turn left at light, turn right on Hedding St.

Take I-880 South to First St. exit, turn left at light, turn right on Hedding St.

From the South: Take Hwy 101 North, exit 13th Street/Oakland Road, turn left on Oakland Rd. then right on Hedding Street.

Take Hwy 17 North to I-880 North, exit First St., turn right at light, turn right on Hedding St.

FOR MORE INFORMATION...

Contact the Office of the Clerk of the Board of Supervisors at 408-299-5001, by TDD at 408-993-8272, or on the web at www.sccgov.org.

Mailing address:

Office of the Clerk of the Board
County Government Center
70 W. Hedding St., 10th Floor East Wing
San Jose, CA 95110



Donald F. Gage District 1 408-299-5010
George Shirakawa District 2 408-299-5020
Dave Cortese District 3 408-299-5030



Ken Yeager District 4 408-299-5040
Liz Kniss District 5 408-299-5050



Jeffrey Smith
County Executive



Maria Marinos
Clerk of the Board



Get Involved!

FAQs regarding serving
on County Advisory

Boards & Commissions

The Santa Clara County Boards, Commissions, and Committees' mission is to advise the County Board of Supervisors in their decision making process through direct citizen participation.

There is a constant need for all interested Santa Clara County residents to apply for positions on Commissions that are of interest to them. Each Board/Commission has an issue, policy, and/or program focus. Appointees generally represent defined communities of interest. The Board of Supervisors encourages citizen involvement to assist the Board in serving the community. Residents are strongly encouraged to participate in their County government, and to put their expert knowledge and experience to work in their communities by applying to serve on a Board or Commission advisory body.

Q: What are Boards & Commissions?

A: Established to assist the Board with the scores of various duties and responsibilities of local county government, Boards and Commissions are created by State or Federal law, County ordinance or action by the Board of Supervisors and provide forums for citizen input and accessibility to local government. The Board depends on the Boards and Commissions to advise them on a vast array of issues affecting their constituencies, and to assure the Board is responsive to community needs. All Boards and Commissions meetings are open to the public.

Q: How many Santa Clara County Boards and Commissions are there?

A: There are 55 Boards and Commissions, however not all are currently active.

Q: How can I find what they are?

A: If you have access to the Internet, log on to www.sccgov.org/portal/site/bnc. Click on the GO button in the middle of the page and a complete listing of County Boards and Commissions will appear, describing the groups' focus, formation, and current meeting schedules. The complete list of the Boards and Commissions is available on the Public Information shelves on the first floor of the County Government Center. You may also contact the Office of the Clerk of the Board to obtain this information.

Q: How do I apply to serve on a Board or Commission?

A: Determine if a seat is available (vacant) on the Board and Commission of interest by reviewing the vacancies for each supervisorial district online at www.sccgov.org/portal/site/bnc. A printed list of all vacancies is posted in the Plaza in front of the County Government Center. The list is also attached to the Board of Supervisors regular agenda and available for viewing at the Santa Clara County Library (Milpitas Branch).

Next, you will complete an application form. You can do this online, or you can fill out a paper form and submit it to the Clerk of the Board, 70 W. Hedding, East Wing, 10th Floor, San Jose, CA 95110. Regardless of which type of application you submit, your application is routed to all five members of the Board of Supervisors.

All applications are reviewed to determine if candidates meet any specific criteria required for appointment to a Commission seat. You may be contacted by a Board member to discuss your interest and qualification for appointment.

Q: What happens if I am appointed?

A: If you are selected for appointment, the appointment will be placed on a Board of Supervisors' meeting agenda, and once approved you will receive a packet of information from the Office of the Clerk of

the Board. You will be required to take an oath of office and depending on requirements specified for each Commission, you may be required complete and file a Statement of Economic Interests (Form 700) with the Clerk of the Board and/or be required to receive at least 2 hours of training in ethics every 2 years. You will also receive a handbook detailing the duties and responsibilities of Commissioners.



Q: Is ethics training required every two years?

A: Yes. Government Code Section 53235 requires that specified local agency officials receive at least 2 hours of training in ethics every 2 years. Local agency officials include all County of Santa Clara elected officials and members of specified Boards and Commissions. In addition, any newly elected or appointed local agency official must receive 2 hours of ethics training within 1 year of taking the oath of office and once every 2 years thereafter.

Q: What is the Statement of Economic Interests (Form 700)?

A: The Political Reform Act requires most state and local government officials to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission is the State agency responsible for issuing the Form 700 and interpreting the law's provisions.

Q: What time commitment is expected from Commissioners?

A: Some Commissions require more time than others. In general, Commissions meet for approximately 2 hours per month. Some Commissions have subcommittees; these time commitments may vary.

Commissioners need time to prepare for and attend meetings and possibly attend meetings of the Board of Supervisors and/or Board Policy Committees.

Q: What do Commissioners do?

A: The role of Commissioners is to represent the public. Commissioners should be conversant about issues under consideration, come with an open and inquiring mind, be considerate of and ask questions of speakers, and provide input when appropriate or necessary. Individual Commissioners may make their opinion on issues known to the Supervisor who appointed them through the Supervisor's Policy Aide.

Q: Are there any meeting attendance requirements?

A: Most Commissions by ordinance require that a seat shall be declared vacant if a member misses three consecutive meetings or workshops. You must call the Deputy Clerk and Commission chairperson if you cannot attend a meeting to explain why. It is the Clerk's policy to poll Commission membership by phone or e-mail to determine if a quorum will be present. If a quorum cannot be confirmed, the meeting may be canceled with the consent of the chairperson, and the members will be notified.

Q: How long do Commissioners serve?

A: The terms vary among the Commissions depending on the applicable ordinance and Commission bylaws. In general, a term limit of three consecutive terms applies.

Q: How do I resign from a Commission?

A: If you find you are unable to fulfill the duties and responsibilities as a Commissioner, you should submit a written resignation. Either a letter or an e-mail must be submitted to your appointing Board member and provide copies to the Deputy Clerk and the Commission chairperson. You may also be required to complete a Form 700 Leaving Office Statement.