

**2014 DIVISION 5 DIRECTOR APPOINTMENT  
Schedule**

<p><b>November 5</b> Board of Directors Meeting</p>	<p>Board decides whether to appoint a new director or call for an election. If the decision is to make an appointment, the Board should comment on and approve the process, including: vacancy notice, timeline, application, ranking criteria, drafting of questions, and candidate presentations.</p>
<p><b>November 6</b></p>	<ul style="list-style-type: none"> <li>▪ Vacancy notices will be posted at Division 5 libraries, city halls, Chamber of Commerce offices, and on the CCWD website and in local newspapers.</li> <li>▪ Applications will be available at the District Center office (1331 Concord Avenue, Concord) and on the District’s website, <a href="http://www.ccwater.com">www.ccwater.com</a>.</li> </ul>
<p><b>November 21</b></p>	<p>All eligible applications received by the District Secretary either through the website or at the District Center office by the 5:00 p.m. deadline on this date will be considered by the Board. Any applications received after this deadline will not be considered.</p>
<p><b>November 22</b></p>	<p>Staff provides Board with completed applications and individual ranking sheets to be filled out by each Board member.</p>
<p><b>November 26</b></p>	<p>Directors return completed ranking sheets.</p>
<p><b>December 3</b></p>	<ul style="list-style-type: none"> <li>▪ Board to be sent list of final candidates, along with the list of interview questions. Individual Board member ranking sheets, the compiled ranking sheet and final ranking, and the individual applications will be available for review at the District Center reception desk and on the District’s website.</li> <li>▪ An invitation from the Board President will be sent to up to six candidates to appear in front of the Board for presentations and to respond to Board questions. Candidates not selected to appear will also be informed.</li> </ul>
<p><b>December 10</b> Board of Directors Meeting</p>	<p>Statements presented by selected candidates. Note that meeting start time will be changed to 6:00pm instead of 6:30pm and interviews will start time certain at 7:00pm.</p>
<p><b>December 17</b> Board of Directors Meeting</p>	<p>Appoint Division 5 director</p>
<p><b>December 28</b></p>	<p>Deadline for Board appointment. If the deadline is not met, the Board of Supervisors has 30 days to make an appointment or call an election.</p>
<p><b>January 1</b></p>	<p>Deadline to notify Elections Department of appointment</p>