



Transbay Redevelopment Project Area Citizens Advisory Committee (CAC) Appointment & Resignation Processes

Transbay Citizens Advisory Committee
528 Folsom Street
Thursday, April 9, 2026

CAC Recruitment Process

1. Prospective CAC members complete & submit an application to OCII Executive Director (ED)
2. ED reviews the applications with Transbay Project Manager
3. ED meets with the nominee before making a recommendation
4. The nominee is then forwarded to the Mayor's Office for consideration & appointment
5. Once appointed, the member completes all required onboarding and ethics filings, including the Assuming Office Form 700.
6. The appointment is communicated internally at OCII so the CAC roster, attendance record, & website postings can be updated accordingly

CAC Application



BOARD OF SUPERVISORS

City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. No. 554-5184
Fax No. 554-5163
TDD/TTY No. 544-5217

Application for Boards / Commissions / Committees / Task Forces INSTRUCTIONS AND INSTRUCTIONS

San Francisco is a diverse city with a wide range of people and issues affecting it. In order to take advantage of the extensive experience and knowledge available in the city, various Boards, commissions, Committees, and Task Forces have been formed to bring that knowledge together. These groups and their membership requirements are established through legislation from local, state, and/or federal government. In addition to setting up the purpose and goals of the various groups, the governing legislation outlines the type of person, in terms of desirable skills and/or knowledge, who can contribute his/her knowledge and perspective. In this manner, a group of San Franciscans, who are representative of the city, can be active participants in addressing issues affecting the entire city.

If you are interested in serving the City and County of San Francisco, the following procedures are provided:

1. A list of vacancies and expected vacancies, with their qualifications, can be found at the Office of the Clerk of the Board of Supervisors, at the San Francisco Main Public Library, and online on the Board of Supervisors' website (<http://www.sfbos.org/vacancy>). Please review this list for positions of interest for which you may qualify.
2. Submit an application (http://www.sfbos.org/vacancy_application)
(Be sure that you list the appropriate seat number(s) and/or category/categories for which you are applying.)
(We request applications be received ten (10) days before the scheduled hearing.)
3. If the seat(s) you are applying for is vacant and requires the Board of Supervisors' confirmation, the Rules Committee will schedule your application for review. All applicants will be expected to appear before the Rules Committee to speak on their qualifications and answer questions from the Supervisors.
(There are no set instructions on what you are expected to tell the Rules Committee. However, a brief description of how your qualifications distinguish you from other applicants, reasons for your interest in the subject, or a short discussion of why you feel you would make a good candidate is appropriate.)
4. The Rules Committee may or may not make a recommendation for appointment. If a recommendation is made by the Rules Committee, the recommendation is forwarded to the Board of Supervisors for approval. It generally takes approximately 15 days, from the date the Rules Committee makes their recommendation for appointment, for the person to become officially appointed.
5. Depending on the type of organization, a new appointee may need to take an Oath of Office.

If there are no vacancies, your application will be retained for one year. If any openings occur during this time, your application will be submitted to the Rules Committee for review.

If you have any further questions, please contact the Rules Committee Clerk at (415) 554-5184. However, if you require detailed information concerning the operations of a particular Board, Commission, Committee, or Task Force, please contact the organization in question directly.



Board of Supervisors
City and County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 244
(415) 554-5184 FAX (415) 554-5163
BOS.Appointments@sfgov.org

Application for Boards, Commissions, Committees, & Task Forces

Name of Board, Commission, Committee, or Task Force: _____
Seat # or Category (if applicable): _____ District: _____
Name: _____
Home Address: _____ Zip: _____
Home Phone: _____ Occupation: _____
Work Phone: _____ Employer: _____
Business Address: _____ Zip: _____
Business E-Mail: _____ Home E-Mail: _____

Pursuant to Charter, Section 4.101(a)(2), Boards and Commissions established by the Charter must consist residents of the City and County of San Francisco who are 18 years of age or older. For certain bodies, the Board of Supervisors can waive the residency requirement.

Check All That Apply:

Resident of San Francisco: Yes No If No, place of residence: _____
18 years of age or older: Yes No

Pursuant to Charter, Section 4.101(a)(1), please state how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco:

Business and/or professional experience:

Civic Activities:

Have you attended any meetings of the Board/Commission to which you wish appointment? Yes No

Appointments confirmed by the Board of Supervisors require an appearance before the Rules Committee. Once your application is received, the Rules Committee Clerk will contact you when a hearing is scheduled. *(Please submit your application 10 days before the scheduled hearing.)*

Date: _____ Applicant's Signature: (required) _____

(Normally sign or type your complete name.
NOTE: By typing your complete name, you are hereby consenting to use of electronic signature.)

Please Note: Your application will be retained for one year. Once completed, this form, including all attachments, become public record.

FOR OFFICE USE ONLY:

Appointed to Seat #: _____ Term Expires: _____ Date Seat was Vacated: _____

CAC Resignation Process

1. A written resignation is submitted. An email correspondence is sufficient
2. The resignation date is documented for attendance and recordkeeping purposes.
3. The member completes the Leaving Office Form 700, as required. First, inform the OCII Transbay Project Manager so they can ask OCII HR to prepare the form.
4. The resignation is communicated internally so records and website postings can be updated.

Discussion: Ideas for Recruitment?

- CBD outreach to its email list?
- CAC member contacts?
- Other ideas?

Questions?

- For additional information or questions, contact:
 - Ben Brandin, Transbay Project Manager
 - Email: benjamin.brandin@sfgov.org

Thank you!