



CITY OF CARLSBAD

BOARDS, COMMISSIONS AND COMMITTEES

INFORMATION FOR APPLICANTS

(Please read before completing application)

Information on the individual City Council appointed boards, commissions and committees is available in the Office of the City Clerk, on the City website and in the City Council Chamber lobby area.

A brief statement of the functions and responsibilities assigned to the various groups which serve the City of Carlsbad is available with specific requirements of the position available. It is recommended that you familiarize yourself with the board, commission or committee you are interested in by attending several meetings, speak with the current members regarding time commitment and knowledge required to adequately represent your community.

While previous experience and education in the subject matter handled by the board, commission or committee are considered in the appointment process, these factors are not the only determinants. Avocations, previous and current occupations, and familiarity with community affairs are also relevant. Carlsbad Municipal Code Section 2.08.090 requires that those appointed to any city board, commission or committee must be registered to vote and a resident of Carlsbad.

Applications are valid until December 31 of that current year and are open for public inspection. In the event that an applicant has applied for appointment to multiple positions on board, commission or committee, and is appointed to serve on one, all other applications become null and void since members can only serve on one board at a time.

If appointed you will be required to file a financial disclosure statement when appointed to one of the following: Arts Commission, Housing Commission, Library Board of Trustees, Parks and Recreation Commission, Planning Commission, Senior Commission, Traffic Safety Commission, Carlsbad Tourism Business Improvement District Board (CTBID), and the Carlsbad Golf Lodging Business Improvement District Board (CGLBID).

Upon completion of your application please submit by either printing the document and mail or deliver the application to City Hall, City Clerk's Office, 1200 Carlsbad Village Drive, Carlsbad, CA 92008, or simply select the "Submit" button at the bottom of the last page and the application will be e-mailed directly to the City Clerk's Office staff.

If appointed you will also be required to complete two hours of State mandated ethics training upon 30 days of appointment and then every two years thereafter during the term of appointment.

Questions regarding this application or the process please contact
the City Clerk's Office at: (760) 434-2808

CITY OF CARLSBAD BOARDS, COMMISSIONS, AND COMMITTEES

BOARD, COMMISSION OR COMMITTEE	OTHER SPECIAL REQUIREMENTS*	MEETINGS DAY OF WEEK AND TIME	STAFF LIAISON (CONTACT)
Arts Commission	No	First Thursday of the month, 9:00 a.m.	Cultural Arts Office Manager
Beach Preservation Committee	No	Second Tuesday of the month, 3:00 p.m.	Associate Engineer, Parks and Recreation Department
Historic Preservation Commission	see Carlsbad Municipal Code 22.04	Second Monday of the month, 5:00 p.m.	History Librarian
Housing Commission	see Carlsbad Municipal Code 2.40	Second Thursday of the month, 6:00 p.m.	Housing Director
Library Board of Trustees	No	Third Wednesday of the month, 4:00 p.m.	Library and Cultural Arts Director
Parks and Recreation Commission	No	Third Monday of the month, 5:30 p.m.	Recreation Services Manager
Planning Commission	No	First and Third Wednesday of the month, 6:00 p.m.	City Planner
Senior Commission	No	Fourth Thursday of the month, 3:00 p.m.	Recreation Services Manager
Traffic Safety Commission	No	First Monday of the month, 5:00 p.m.	Deputy Director/Traffic Engineer

It may be prerequisite for appointment to any City board, commission or committee, that the applicant be a resident of the City of Carlsbad and a registered voter (see Carlsbad Municipal Code 2.08.090).

Carlsbad Tourism Business Improvement District and Carlsbad Golf Lodging Business Improvement District members are appointed from member hotels and organizations. Both meet on an as-needed basis but are required to meet once a year to develop the annual report and expenditure recommendations for the coming fiscal year to Council - usually in May.

APPLICATION FOR APPOINTMENT FOR BOARDS, COMMISSIONS, AND COMMITTEES

- Arts Commission Beach Preservation Committee Historic Preservation Commission
 Housing Commission Library Board of Trustees Parks and Recreation Commission
 Planning Commission Senior Commission Traffic Safety Commission
 Other:

Name:

Address:

City: Zip Code:

Home Phone: Cell Phone: Work Phone:

E-mail Address:

Present Occupation:

Employer:

Address:

Citizen Academy Graduate ? Yes No

Resident of Carlsbad? Yes No

Registered Voter in Carlsbad? Yes No

I am familiar with the responsibilities assigned to the Board(s), Commission(s), or Committee(s) on which I wish to serve.

I am willing to be interviewed regarding my qualifications for appointment by the City Council or at the request of an individual Council Member.

I am willing to file financial disclosure statements if required.

I am willing to complete two hours of State Mandated ethics training every two years.

Please select the submit button below to electronically submit application. If you prefer to print please select "print form" button and sign document and mail to: City of Carlsbad, City Clerk's Office, 1200 Carlsbad Village Drive, Carlsbad, CA 92008.

Signature:

(Only required to sign if submitting paper form, if submitting electronically your submittal via e-mail is considered acknowledgement).

PRINT FORM

SUBMIT BY E-MAIL

Education:

Experience:

Community
Activities:

Additional
Information
or
Comments: