



## CITY OF GLENDORA

### BOARD, COMMISSION AND COMMITTEE CANDIDATE APPLICATION

The City of Glendora has established Boards, Commissions, and Committees made up of citizens who volunteer their time and act in an advisory capacity to the City Council and city staff in the management of City affairs. Members of boards, commissions and committees serve at will and at the pleasure of the City Council (GMC §2.04.060). Besides a willingness to serve, most of the Board, Commissions, and Committees have no formal background requirement established; however, experience in the specific area of concentration is desirable. A list of the groups established is as follows:

- **BOARD OF LIBRARY TRUSTEES** (3-year term with a limit of two full consecutive terms) **5 Members**  
Meets 3rd Monday (as needed), Council Chamber, 116 E. Foothill Boulevard – 7:00 p.m.
  - Residency required
  - Must submit annual conflict of interest statements
  
- **BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD** (3-year term with no term limits) **5 Members**  
Meets 1<sup>st</sup> Thursday, Council Chamber, 116 E. Foothill Boulevard – 8:30 a.m.
  - Operate Business located within the District (GMC §5.40)
  - Current with payment of charges and assessments imposed
  - Residency NOT required
  
- **COMMUNITY SERVICES COMMISSION** (3-year term with a limit of two full consecutive terms) **5 Members**  
Meets 3rd Thursday (as needed), Council Chamber, 116 E. Foothill Boulevard – 7:00 p.m.
  - Residency within the incorporated City of Glendora city limits
  - Must be registered to vote
  - Must submit annual conflict of interest statements
  
- **INVESTMENT ADVISORY COMMITTEE** (3-year term with a limit of two full consecutive terms) **5 Members**  
Meets Quarterly, Council Chamber, 116 E. Foothill Boulevard – 3:00 p.m.
  - Residency within the incorporated City of Glendora city limits
  - Must be registered to vote
  - Must submit annual conflict of interest statements
  - Supplemental Questionnaire is required
  
- **PLANNING COMMISSION** (4-year term with a limit of two full consecutive terms) **5 Members**  
Meets 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays (as needed), Council Chamber, 116 E. Foothill Boulevard – 7:00 p.m.
  - Residency within the incorporated City of Glendora city limits
  - Must be registered to vote
  - Must submit annual conflict of interest statements
  
- **WATER COMMISSION** (3-year term with a maximum length of service of two full consecutive terms) **5 Members**  
Meets 4th Thursday of January, April, July and October, Council Chamber, 116 E. Foothill Boulevard – 6:00 p.m.
  - Residency within the incorporated City of Glendora city limits
  - Must be registered to vote
  - Customer of the City's water division
  - Must submit annual conflict of interest statements
  
- **SAN GABRIEL VALLEY MOSQUITO & VECTOR CONTROL** (2 or 4 year term) **1 Member**  
Meets 2<sup>nd</sup> Friday, 1145 N. Azusa Canyon Road, West Covina – 7:00 a.m.
  - Residency within the incorporated City of Glendora city limits
  - Appointed pursuant to Section 2240, California Health and Safety Code

In addition, to the above-mentioned requirements, candidates for city boards, commissions and committees shall be ineligible to serve on city boards, commissions or committees that serve a particular city department if the candidate's relative (as defined by City of Glendora Personnel Rules and Regulations: Mother, Father, Grandfather, Grandmother, Aunt, Uncle, Cousin, Sister, Brother, Son, Daughter, Nephew, Niece, Grandchildren, In Laws, and Spouse or Domestic Partner) is employed by the city in the same department serving as liaison to the board, commission or committee.

## Application Process

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How to apply for an office on a City of Glendora Board, Commission or Committee.

To apply for an office, you must complete and submit the Application for Boards, Commissions and Committees for the City of Glendora.

1. Those interested in applying for appointment to a board, commission or committee may obtain an Application for Appointment from the Office of the City Clerk, 116 E. Foothill Boulevard, Glendora, or may download from the city's web site: <http://www.ci.glendora.ca.us>.
2. Completed applications for appointment must be submitted to the Office of the City Clerk prior to the advertised application deadline.
3. All requested information must be furnished on the application itself. Resumes, attachments and other supporting documentation may be included but cannot be substituted for an application form.
4. A separate application must be submitted for each advisory body to which a candidate seeks appointment.
5. Applications will be kept on file for two years.
  - (a) Applications on file will NOT be automatically included in future recruitments.
  - (b) City Clerk's Department will email notice of vacancy to applicants with applications on file.
  - (c) Candidates with applications on file wishing to be considered for appointment to vacancy(ies) occurring after the initial recruitment, must notify the City Clerk's Department in writing during the recruitment period and prior to the advertised application deadline.
  - (d) It is the candidates' responsibility to ensure their application is current and updated prior to each recruitment.

## Eligibility

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1. Applicants must meet all requirements of the board, commission and committee they are applying for at the time their application is submitted as well as during their entire term of service.
2. Applicants shall be considered ineligible to serve on city boards, commissions or committees that serve a particular city department if the candidate's relative (as defined by City of Glendora Personnel Rules and Regulations: Mother, Father, Grandfather, Grandmother, Aunt, Uncle, Cousin, Sister, Brother, Son, Daughter, Nephew, Niece, Grandchildren, In Laws, and Spouse or Domestic Partner) is employed by the city in the same department serving as liaison to the board, commission or committee. (Example, a candidate is ineligible to serve on the Library Board if the candidate's immediate family member is employed full time in the Library Department, but the candidate is eligible to serve on other commissions or boards such as the Planning Commission or Community Services Commission).

## Disclosure and Regulatory Requirements and Non-Compliance

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### Conflict of Interest Disclosure

In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter. If appointed you may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation.

### Mandatory Ethics Training (Government Code §53234 et seq.)

Following California State Law, all appointments, past, present, and future, will be required to complete the B1234 Ethics Training. AB1234 requires 2 hours of ethics training within one year of appointment. This training is valid for two years, and must be retaken every two years. The State has an online ethics training program you can complete from any computer with internet access. The training can be completed all at once, or in smaller increments, as the program keeps track of your time every time you sign on.

### Brown Act (Government Code sections 54950, et seq.)

The referenced boards, commissions, and committees are subject to the Brown Act and must maintain "substantial compliance" with the Brown Acts various provisions. Board, commission, and committee members are required to attend a City held Brown Act training within a year of appointment and every 2-years thereafter.

### Public Records Act (Government Code sections 6250-6276.48.)

This application qualifies as a public record and all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record.

### Attendance (GMC §2.18.020 Attendance)

Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings.

### Non-Compliance with Requirements

City of Glendora board, commission or committee members not in compliance with the required state law disclosure and regulatory requirements, which can include a current AB1234 Ethics Training certificate, conflict of interest disclosure statements and attendance of a city Brown Act training, will be suspended from participating in meetings until compliance is re-established.



Board, Commission and Committee Applied for: \_\_\_\_\_ Applicant Name: \_\_\_\_\_

7. Please state your reasons as to why your background and/or experience makes you a suitable candidate for appointment to this position:

8. Please briefly express your views regarding current and future development in Glendora:

9. References

- |    |      |           |
|----|------|-----------|
| 1. |      | Home No.: |
|    | Name | Cell No.: |
| 2. |      | Home No.: |
|    | Name | Cell No.: |
| 3. |      | Home No.: |
|    | Name | Cell No.: |

\*Letters of Recommendation may be attached to application, but cannot be substituted in lieu of the requested references name and contact information.

10. **DISCLOSURE AND REGULATORY REQUIREMENTS**

**Conflict of Interest Disclosure** - In compliance with state law, appointed officials may be required to file a Statement of Economic Interests upon appointment to office, and annually thereafter.

I, acknowledge, that if appointed I may be required to make information available as to any potential conflict of interest arising from my business/affiliations where that affiliation or business may be doing business with the City of Glendora, or any decisions taken by the City of Glendora that may influence that business or affiliation. The City Clerk will provide appointees with the filing form and instructions.

\_\_\_\_\_  
Initials

**Attendance (GMC §2.18.020)** - Board/Commission/Committee members are required to attend meetings on a regular basis, and may be removed if a member does not attend three consecutive regularly scheduled meetings. If appointed, I confirm that I will be able to attend meetings regularly and devote the time necessary to fulfill your duties as a member?

\_\_\_\_\_  
Initials

**Mandatory Ethics Training (Government Code §53234)** - In compliance with state law, if appointed I agree to complete an approved AB 1234 Ethics Training seminar within one year of appointment and agree to maintain my compliance throughout my entire term in office.

\_\_\_\_\_  
Initials

11. I, the undersigned, certify that the foregoing information is true and correct and that I am sincerely interested in serving in this position for the City of Glendora.

Furthermore, I, the undersigned, acknowledge that this application qualifies as a public record and that all information furnished on the application itself and any supporting documents attached hereto will be treated as a public record and I, therefore, waive any perceived rights to privacy of the information furnished.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*Required for Water Commission Applicants Only:*

12. I, the undersigned, certify that I am a customer of the City of Glendora's Water Division.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Completed applications should be returned to the City Clerk's Office, 116 East Foothill Boulevard, Glendora, CA 91741.

**FOR INTERNAL USE ONLY**

Meets Minimum Requirements  Yes  No

Application Active Until: \_\_\_\_\_  
(Active for two (2) years)

Residency Verified (Incorporated Area)

Active/Current Business Owner in BID

BL Verified:

Water Division Customer (Water Commission Applicants Only)

Notes: