

# COMMISSION AND COMMITTEE APPLICATION INFORMATION

City Manager's Office - City Clerk  
701 Laurel St., Menlo Park, CA 94025  
tel 650-330-6620 fax 650-328-7935



## COMMISSION AND COMMITTEE APPLICANTS

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Menlo Park welcomes and encourages residents' active participation through serving on a City-appointed Commission or Committee. Commissions examine issues of community interest and make recommendations to the City Council on policy matters. Each commission reviews specific subjects and carries out assignments as directed by the City Council or as prescribed by law. Each Commission establishes a 2-year work plan that is in line with the City Council's goals, which guides the commissions' activities and projects.

The City of Menlo Park currently has 11 active advisory bodies, including:

### Commissions

- Complete Streets Commission
- Environmental Quality Commission
- Housing Commission
- Library Commission
- Parks and Recreation Commission
- Planning Commission

### Committees/others

- Belle Haven Neighborhood Library Advisory Committee
- Finance and Audit Committee
- Heritage Tree Task Force
- Sister City Committee
- Transportation Master Plan Oversight and Outreach Committee

## TERMS

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Terms for members of most commissions/committees are four years. Members are limited to two consecutive full terms. If a person is appointed to fill an unexpired term and serves less than two years, that time will not be considered a full term. However, if a person is appointed to fill an unexpired term and serves two years or more, that time will be considered a full term.

A roster of all current members of city commissions, boards and committees and the dates of their terms of office and any current vacancies. This list is updated each year in compliance with the requirements of the Maddy Act, Government Code 54970.

## ADDITIONAL INFORMATION

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Serving on a commission or committee may require one or two night meetings per month, with each meeting averaging three to four hours. You may also be asked to serve on additional subcommittees. Members are expected to attend all meetings. Attendance at less than two-thirds of scheduled meetings may result in removal by the City Council. Commissioners are not paid for their volunteer service. General information related to the charge of the commissions and committees and their schedules are shown on the website [menlopark.org/commissions](http://menlopark.org/commissions). More specific information may be obtained by contacting the staff liaison.

## APPOINTMENT PROCESS

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The application process may take from six weeks to two months. Vacancies are advertised for approximately 30 days with a specific filing deadline. Deadlines may be extended. Please return your application, along with any attachments, to the City Clerk, at the address listed below. Applications are kept on file for one year. The City Council will review all applications, may contact you individually or may decide to hold interviews. All appointments will be made by nomination and vote of the City Council at a City Council meeting. Questions about the application process should be directed to City Clerk's Office at 650-330-6620.

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Please type or print clearly. You may attach additional pages, if necessary. This is a public document.

Date:

Commission or committee of interest:

Name:

Education:

Civic affiliations and community activities, including service on other commissions or committees:

Describe your understanding of the responsibilities of the commission or committee that you are applying for and how your personal community or professional experience relate to these responsibilities:

Describe why you want to serve on this commission or committee and what you hope to accomplish as a member:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## OFFICE USE ONLY:

Application received: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

Considered by City Council: \_\_\_\_\_

If appointed, term ends: \_\_\_\_\_

Address verified in City Limits (if necessary):  By: \_\_\_\_\_

Appointed:  Yes  No (Initials)

Appointed:  Yes  No

Appointed:  Yes  No

Personal information:			
Name:	Number of years as a Menlo Park resident:		
Resident address:	City:	State:	Zip:
Mailing address (if different):	City:	State:	Zip:
Phone:	Email:		
Business address:	City:	State:	Zip:
Business phone:			
How did you hear about this opportunity: <input type="checkbox"/> Local newspaper <input type="checkbox"/> Email <input type="checkbox"/> City website <input type="checkbox"/> Nextdoor <input type="checkbox"/> Patch.com <input type="checkbox"/> Other _____			
If I am appointed, the City is authorized to post the following information on the city website (please select at least one):	Cellphone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Business phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Home phone:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Email:	<input type="checkbox"/> Yes	<input type="checkbox"/> No