

# CITY OF SOUTH PASADENA ADVISORY BODY APPLICATION

(This Application is a Public Document)

For Official Use Only

Residents are the underpinning of our community and the Mayor and City Council encourage your participation by volunteering to serve on a City Advisory Body. The City Advisory Bodies are groups of volunteers that advise the City Council and staff on matters that affect policy and issues that will affect the future of the community.

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Preferred Phone No.: \_\_\_\_\_

Secondary Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Middle/High School Grade (Youth Commission Only): \_\_\_\_\_

Are you a registered voter of the  
City of South Pasadena?

Yes      No

Have you ever been convicted of a crime  
other than a minor traffic violation/infraction?

Yes      No

If yes, please describe the nature of each conviction under "remarks."

(Additional sheets may be attached – You are welcome to provide a resume and/or letters of endorsement)

Occupational Experience: \_\_\_\_\_

Educational Background: \_\_\_\_\_

Why do you want to serve on a City Advisory Body: \_\_\_\_\_

Civic or community experience, membership, or previous public service appointments: \_\_\_\_\_

Additional Information/Remarks: \_\_\_\_\_

Advisory Body of Interest: \_\_\_\_\_

1<sup>st</sup> Preference

2<sup>nd</sup> Preference

3<sup>rd</sup> Preference

## City of South Pasadena Advisory Bodies

To learn more about each Advisory Body, visit [www.southpasadenaca.gov/volunteer](http://www.southpasadenaca.gov/volunteer):

- Animal Commission
- Cultural Heritage Commission\*
- Design Review Board\*
- Finance Commission\*
- Freeway and Transportation Commission
- Library Board of Trustees\*
- Natural Resources & Environmental Commission
- Parks and Recreation Commission
- Planning Commission\*
- Public Safety Commission
- Public Works Commission\*
- Senior Citizen Commission
- Youth Commission
- Other (identify on the application)

### \*Disclosure of Economic Interests

Certain Advisory Bodies are required to file a Statement of Economic Interest upon appointment, termination, and annually. Under existing California law, a member of a board or commission may not make, participate in making, or attempt to influence a governmental decision if it is reasonably foreseeable that the decision could have a material financial effect on that member, the member of the immediate family, or any of his or her financial interests. Careful consideration should be given to this issue and applicants are encouraged to contact the City Clerk's Division or the Fair Political Practices Commission if they have any questions.

### Who Can Be Appointed to an Advisory Body?

All registered voters within the South Pasadena city limits are eligible for appointment to an advisory body. Residency and registered voter status requirements may be waived for certain Youth Commission positions. Elected City officials and City employees are not eligible for membership on any board or commission.

### How Does the Process Work?

In November of each year, the City Clerk's Division conducts a recruitment campaign for advisory body positions that are due to expire in the upcoming year. Regular appointments are made each year in January. All candidates are appointed by the Mayor and ratified by the City Council. Terms are for three years and Commissioners can be reappointed for a second term.

If an unscheduled vacancy occurs, applications on file will be considered for appointment by the Mayor, to be ratified by the City Council. Applications remain active for two years and applicants will be contacted to renew or update their applications. You are encouraged to apply at any time, as applications will be considered for unscheduled vacancies.

### Where Do I File My Application?

Applications can be completed online at [www.southpasadenaca.gov/volunteer](http://www.southpasadenaca.gov/volunteer). You may also return completed applications to the City Clerk's Division in person or by fax, mail, or email:



City of South Pasadena  
City Clerk's Division  
1414 Mission Street  
South Pasadena, CA 91030  
Phone: (626) 403-7230  
Fax: (626) 403-7211

[cityclerk@southpasadenaca.gov](mailto:cityclerk@southpasadenaca.gov)