

BOARDS AND COMMISSIONS APPOINTMENT PROCESS

Individuals interested in seeking an appointment to a City of Fresno (City) board or commission shall comply with this Appointment Process. City boards and commissions may be created a number ways, such as by federal, state, or local laws, by action of Council, or by the Mayor. The applicant should consult the enabling document that created the board or commission in which the applicant is interested, to obtain the terms and conditions for the appointment. The following is the Appointment Process for City boards and commissions.

- I. APPLICATION - An application form is required to be submitted prior to appointment to a board or commission. The form may be obtained from the City Clerk's office, any of the Council offices, the Mayor's office, or by accessing the City of Fresno web page at www.fresno.gov. Applications must be typewritten. Resume or letters of recommendation may be attached, and the entire form must be completed, with the applicant's signature at the bottom.
 - A. Background Review/Verification - Information submitted on the application may be subject to verification by staff as determined by the City Manager or at the request of an appointing authority.
 - B. Residency Requirement - City residency may be required to serve on a particular board or commission. The applicant should consult the enabling document to ensure that the applicant meets the qualifications for serving on the board or commission in which he or she has an interest.
 - C. Submission of Application - Completed, signed applications are to be submitted to the Office of the City Clerk, 2600 Fresno Street, Fresno, CA 93721, or faxed to 488-1005. Applications will be clocked in upon receipt and copies forwarded to the appointing authority.

- II. NOTIFICATION OF VACANCY OR EXPIRATION OF TERM - City staff assigned to assist the boards and commissions will immediately advise the City Clerk of the resignation, removal, termination, or expiration of any term of office of any board or commission member. Copies of all letters of resignation will be forwarded to the Clerk for inclusion in the appropriate file.
 - A. Upon being notified of a vacancy, the City Clerk will advise the appropriate appointing authority.
 - B. The City Clerk's Office will post a notice of the vacancy and appointing authority on the City's web page for boards and commissions, as well as the main bulletin board on the second floor of City Hall.

- III. APPOINTMENT BY ELECTED OFFICIAL - Councilmember/Mayor will submit transmittal sheet along with current application to the City Clerk's Office for listing on the City Council Agenda for formal action, if necessary.
 - A. Transmittal sheet will include applicant's name, specific board, commission or committee, date of term expiration, if applicable, and whether the action is for appointment or re-appointment.
 - B. Following approval, City Clerk will process Certificate of Appointment and contact appointee for administration of the Oath of Office. Updated information will be posted by the Clerk to the City's web page as well as the Boards and Commissions Roster.

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CITY OF FRESNO

APPLICATION FOR APPOINTMENT TO BOARD OR COMMISSION

Resume or letters of recommendation may be attached.

Applicants may be required to live within the Fresno City limits. I reside in Council District No. _____

Name: _____ Hm. Phone: _____ Wk. Phone: _____

Home Address: _____ Zip: _____

Work Address: _____ Zip: _____

Occupation/Employer: _____ Yrs _____ Months _____

Educational Background, Schools Attended, Degrees and Certifications: _____

Professional and Community Affiliations: _____

For what Board or Commission are you applying? _____

Briefly explain why you are interested in serving on this Board(s) or Commission(s): _____

Provide 3 Personal and Professional References. Provide name, address, and phone number where they may be reached during the day.

I declare under penalty of perjury the above information is true and correct.

Dated: _____ Applicant: _____
Signature

Return completed, signed application to the City Clerk's Office, 2600 Fresno Street, Room 2133, Fresno, CA 93721-3603 or FAX to 559-488-1005. Your application will be kept on file for two years. Please re-file after that time if you are still interested in serving on a Board or Commission.

FOR OFFICE USE ONLY: Date referred to Mayor _____ Date referred to Councilmember _____