



# COMMISSION/COMMITTEE APPLICATION

OFFICE USE ONLY  
RECEIVED

**Please type or print clearly. You may attach additional pages, if necessary. Page 1 and 2 are a public document.**

Date: \_\_\_\_\_

Commission/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 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 and what you hope to accomplish as a member:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Terms**

Term expiration dates end on June 30<sup>th</sup> of each year. However certain Committee may be set up for specific purposes with no expiration dates. Appointed committee/commission members shall serve no more than two full consecutive terms on the committee or commission to which they are appointed. A member may be reappointed to the committee or commission following a minimum two (2) year hiatus. However, if a seat is vacant and no one applies, City Council may grant an exemption.

**Specific Information**

Serving on a commission or committee may require occasional attendance at night meetings. You may also be asked to serve on additional subcommittees. Members are expected to attend all meetings. Unexcused absences of members, other than City Council Members, from two or more consecutively scheduled meetings shall result in the automatic vacation of the member's office. Members are not paid for their volunteer service. General information related to the rules, procedures and charge of the commissions and committees and their schedules are shown in the City Council approved Resolution attached. Further information may be obtained by viewing the Towns Official Roster of Committees and Commissions on its website at [www.ci.atherton.ca.us](http://www.ci.atherton.ca.us) and/or by contacting the staff liaison.

**Information about the Appointment Process**

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. In some cases, City Council may appoint a subcommittee to screen applications before they are brought to the entire Council. All appointments will be made by nomination and vote of the City Council at a Council meeting. Questions about the application process should be directed to Theresa DellaSanta, City Clerk, at (650) 752-0529 or by e-mail at [tdellasanta@ci.atherton.ca.us](mailto:tdellasanta@ci.atherton.ca.us).

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

\_\_\_\_\_  
Date

**Return to the City Clerk, Town of Atherton,  
91 Ashfield Road, CA 94027  
(Phone: (650) 752-0529 or e-mail at [tdellasanta@ci.atherton.ca.us](mailto:tdellasanta@ci.atherton.ca.us))**

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**Application Received:** \_\_\_\_\_

**Address Verified in Town Limits:** By: \_\_\_\_\_  
Initials

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

**Appointed:** Yes  No

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

**Appointed:** Yes  No

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

**Appointed:** Yes  No

**If Appointed Term ends:** \_\_\_\_\_

**PERSONAL INFORMATION**

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

Residence Address: \_\_\_\_\_  
(Note: Residency within the Town limits is required)

Telephone No: \_\_\_\_\_ Number of years as an Atherton resident: \_\_\_\_\_

Occupation: \_\_\_\_\_

Email address: \_\_\_\_\_

Business Address/Telephone No: \_\_\_\_\_

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**Internet Posting**

If I am appointed, the City is authorized to post the following information on the City's website:

	YES	NO
Home Address:	<input type="checkbox"/>	<input type="checkbox"/>
E-mail:	<input type="checkbox"/>	<input type="checkbox"/>