

APPLICATION FOR APPOINTIVE POSITION

Only Completed Applications Will Be Accepted

PLEASE NOTE: Most fields are required (if a field is not applicable, enter NA). When selecting "Submit by Email", your document will automatically be checked for completeness prior to actually being sent. Alert messages will pop-up when fields with required input have been left empty. A final verification will highlight all required fields in red. It is very important to submit a **COMPLETE** form. Incomplete applications will not be accepted. All supplemental documents must be sent as .pdf attachments when submitting via e-mail.

If your preference is to print and mail the application, check the completeness of the application by clicking the "Submit by Email" button prior to printing the application. If mailing, please send to:

**City of Newport Beach
Office of the City Clerk
100 Civic Center Drive
Newport Beach, CA 92660**

APPLICATION FOR APPOINTIVE POSITION

FOR OFFICE USE ONLY

Residence District No. _____
Verified by _____
Policy A-13 Sent _____

CITY OF NEWPORT BEACH

100 Civic Center Drive
Newport Beach, CA 92660
City Clerk (949) 644-3005
Fax (949) 644-3039

DIRECTIONS: One application can be used for all the appointive positions you are applying for. Applications should be filled out completely so that the City Council may fully evaluate your qualifications. It is the responsibility of the applicant to familiarize themselves with the duties and responsibilities of the position(s) applied for. Detailed information outlining the responsibilities of the positions can be obtained from the City Clerk's Office or on the City's website: www.newportbeachca.gov (City Government/Boards, Commissions and Committees). Applications will be kept on file for two years for the position(s) applied for. If you are not selected for appointment during that period of time, it will be necessary for you to re-submit an application if you are still interested in being considered.

NOTICE: Section 702 of the City Charter requires that members of Boards or Commissions appointed by the City Council shall be from the qualified electors of the City. This document is a public record and may be posted on the internet.

NAME OF BOARD, COMMISSION OR COMMITTEE:

Name:

(Last)

(First)

(Middle)

Residence Address (required):

Zip Code:

How long have you lived in Newport Beach?

Home/Cell #:

Business Address:

Business Phone:

Email Address:

Have you ever been convicted of any crime or violation of any law or statute other than minor traffic violations?

NO YES (If yes, attach separate sheet with explanation)

NOTICE: Pursuant to Section 702 of the City Charter, no members of boards or commissions shall hold any paid office or employment in the City government.

Do you currently hold any paid office or employment with the City of Newport Beach, including but not limited to contracted services?

NO YES (If yes, attach separate sheet with explanation)

If applying for a position on the Finance Committee, have you declared bankruptcy in the last 10 years? NO YES

Please state any past, current or foreseeable future financial interests of any kind that may conflict with the Board, Commission or Committee you are applying for.

CONTINUE TO PAGE TWO

Name and Location of Colleges/ Universities Attended	Major	Degree	Last Year Attended

Prior or Current Civic Experience (include membership in professional, charity or community organization)	Office Held (if any)	Dates of Membership

Occupational History. Begin with your present or most recent position. List all positions separately held for the last five years.

Firm or Organization	Type of Business	Title	Dates of Employment

References. Include names of at least two residents of Newport Beach who are not officially connected with the City.

1. Name Address Phone No.

2. Name Address Phone No.

Summarize why you wish to serve the City of Newport Beach on a board, commission or committee. Include any special qualifications you have which are particularly appropriate to the position for which you are applying.

I certify that all statements made on this application are true and correct to the best of my knowledge. I have read and understand the duties and responsibilities of the particular position(s) that I am applying for and authorize the release of this information on the internet.

[BOX MUST BE CHECKED IF SUBMITTING ELECTRONICALLY]

Signature Date

DECORUM AND ORDER FOR
CITY COMMISSIONS, COMMITTEES AND BOARDS

Policy A-13

PURPOSE

To establish a policy of the City Council that governs the actions and deliberations of City commissions, committees and boards so that their public deliberations and actions be conducted in an atmosphere free from personal animosity and hostility.

POLICY

Each member of all City commissions, committees and boards has the duty to:

- A. Respect and adhere to the American ideals of government, rule of law, principles of public administration and high ethical conduct in the performance of public duties.
- B. Represent and work for the common good of the City and not for any private interest.
- C. Refuse to accept gifts of favors or promises of future benefits which might compromise or tend to impair independent judgment or action.
- D. Provide fair and equal treatment for all persons and matters coming before the commission, committee or board.
- E. Learn and study the background and purpose of important items of business before voting.
- F. Faithfully perform all duties of office.
- G. Refrain from disclosing any information received confidentially concerning the business of the City or received during any closed session of the commission, committee or board held pursuant to state law.
- H. Decline any employment incompatible with public duty.
- I. Refrain from abusive conduct, personal charges or verbal attacks upon the character, motives, ethics or morals of other members of the commission, committee or board, City staff, or the public, or other personal comments not germane to the issues before the body. Members are to be tolerant of all views expressed at public meetings.
- J. Listen courteously and attentively to all public discussions at commission, committee or board meetings and avoid interrupting other speakers, including other members except as permitted by established Rules of Order.
- K. Faithfully attend all sessions of the commission, committee or board unless unable to do so for some compelling reason or disability.
- L. Maintain the highest standards of public conduct by refusing to condone breaches of public trust or improper attempts to influence legislation.

- M. Especially in regards to filmed meetings, and where an agenda item may later be appealed to another body or involve an appeal of another decision, be cognizant of the need to serve in an adjudicatory role and to be direct and concise in one's comments, without grandstanding or operating in a manner which may prejudice the rights of the parties.

MINUTES

Written minutes, upon approval of the commission, committee or board, constitute the official record of its activities. Minutes will be prepared for all meetings by City support staff and distributed to the entire member body for review prior to official approval. Additions or corrections to the minutes are made at public meetings upon official commission or board approval. Member requests for inclusion on the record of a specific action or comment shall be recorded at the next publicly-noticed meeting.

CONFLICT OF INTEREST

No member of any board or commission created by the City Charter shall, at the time of appointment or during the term of office, hold a position or office in another entity or organization which imposes or creates a fiduciary duty or decision-making authority with respect to any subject matter that is within, or related to, the jurisdiction of the board or commission as specified by the City Charter or any ordinance adopted by the City Council.

BROWN ACT

To ensure the public is informed about official actions of public organizations, the Brown Act specifies the requirements for noticing regular and special public meetings. The Ralph M. Brown Act states in the strongest terms the necessity for open public meetings:

"In enacting this chapter, the legislature finds and declares that the public commissions, boards and councils, and other public agencies in this state exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly."

"The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created." (Government Code, Title 5, § 54950.)

The provisions of the Brown Act are not intended to apply to meetings of less than a quorum of the body, nor to social gatherings where no action is taken or commitment made related to City affairs.

APPLICATION PROCEDURES

All persons applying for a position on a City commission, committee or board shall receive a copy of the Council Policy on decorum and order. Applicants should carefully study the policy since commission, committee and board members are required to adhere to this policy if appointed. Upon taking the oath of office, member appointees will agree to abide by these rules of decorum and order. Once appointed, if a committee, commission or board member cannot abide by these provisions, he or she should submit a letter of resignation or be removed from office by action of the Mayor and City Council.

CONCLUSION

Actions of commissions, boards and committees have significant impact on the residents of Newport Beach. Public participation in the democratic process is strongly supported and actively encouraged by the Mayor and City Council. Adherence to this policy will encourage broad public participation while ensuring meetings are conducted in the most professional and courteous manner possible.

Adopted - May 28, 1996

Amended - January 24, 2017