

APPLICATION FOR BOARDS AND COMMITTEES

Thank you for your interest in serving on an Advisory Board or Committee. The purpose of this form is to provide the Selection Committee and Council with basic information about residents considered for appointment. Please indicate your preferences for service (limit of three selections), on the accompanying form. The file of completed applications is open for public inspection upon request.

Name: _____
Please print (Last) (First) (Middle)

Street & Number: _____

Home Phone: _____ Employed By: _____

Business Phone: _____ E-mail address: _____

Business Address: _____

Are you a registered voter of Beverly Hills: _____ Length of residency: _____

Educational background: _____

Past experience on other Village Boards, Churches, Civic, or Community Groups:

Related Employment Experience (Please give dates):

Travel Commitments (if any):

Other Relevant Information (Memberships, Associations, etc.):

Reasons for Desiring to Serve:

Date: _____ Signature: _____

8/8/12

**REQUEST FOR APPOINTMENT
TO BEVERLY HILLS COUNCIL, BOARDS, AND COMMITTEES**

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Name: _____ Date: _____

Please designate, in priority order, your interest in any *three* of the following:

_____ **BIRMINGHAM AREA CABLE BOARD** – 4 Member Board – 3 year term
(Meets 3rd Wednesday of each month at 7:45 a.m. at the Village Municipal Building). Advises Village Council as to all matters related to Cable Television. Monitors performance of franchisee and compliance with franchise agreement. Acts as liaison between residents and franchisee. Oversees Cable Administrator and Municipal Access Channel.

_____ **VILLAGE COUNCIL** – 7 Member Council – 4 year term
(Meets 1st and 3rd Tuesday of each month at 7:30 p.m.)
Appointment to fill unexpired term of elected Council member. Council is the legislative and governing body of the Village.

_____ **PARKS AND RECREATION BOARD** – 7 Member Board – 3 year term
(Meets 3rd Thursday of each month at 7:30 p.m.)
Makes recommendations to Village Council and administration as to the maintenance, major improvements and future development of Village parks. Evaluates parks and recreational facilities and advises administration as to park functions and usage. Recommends fees and regulations with concurrence of Village Council.

_____ **PLANNING COMMISSION** - 9 Member Commission – 3 year term
(Meets 4th Wednesday of each month at 7:30 p.m.)
Advises Council in regard to the proper physical development of Beverly Hills. Recommends ordinances, or amendments to existing ordinances. Makes recommendations on zoning changes, site plan developments and special approval uses.

_____ **RETIREMENT BOARD** – 5 Member Board – 3 year term
(Meets 4th Tuesday of February, May, August and November at 7:30 pm in Public Safety Bldg.)

_____ **ZONING BOARD OF APPEALS** – 9 Member Board and 2 Alternates – 3 year term
(Meets 2nd Monday of each month at 7:30 p.m.)
Hears appeals of applicants who request exceptions from or official interpretations of the zoning ordinance. Members must decide whether or not a physical hardship or practical difficulty exists which justifies the granting of a variance.

It is suggested that applicants detach, read, and keep the enclosed **POLICIES FOR NEW APPOINTMENTS AND REAPPOINTMENTS** with special attention to attendance requirements.

SELECTION PROCESS FOR BOARD AND COMMITTEE APPOINTMENTS

1. A Public announcement shall be made at two consecutive regular Council meetings and by the respective chairperson at the board meeting if practicable, requesting any interested residents to submit their resumes to the Village. Local media should be contacted to announce the vacancy.
2. A three-person selection committee made up of Council liaison to the Board concerned and two other Council members appointed by the President, on an alphabetical rotation basis, shall review the resumes and applications. The Council liaison shall chair the committee. These meetings to recommend new members to Village Board and Committees should be open meetings that are posted and applicants should be encouraged to attend. The selection committee shall conduct the meeting at a time convenient for the applicants and the selection committee, as well as to allow ample time for the applicants to be heard.
3. The Clerk shall send a letter and new application in April of each year to persons with applications on file to determine their continued interest in serving on the board(s) or committee(s) for which they applied. If the individual does not reapply, that application will be removed from the Village's file. Applicants will be limited to three choices for appointment. All applications will be date stamped.
4. A binder containing current resumes and applications for all standing Boards and Committees will be sent to the selection committee and the appropriate board to review at their next meeting or individually at their convenience. The Clerk is also responsible for checking whether or not the applicant is currently interested and will ensure that only valid applications are sent to the committee. The binders are to be returned to the Village office after selection of a board member has been made.
5. The Committee should review all applications and advise the applicants of the identity of the Committee in the event that the applicant has any questions.
6. The Committee may choose two or three candidates listing order of preference.
7. Council liaison should consult with the Board Chairperson prior to making a recommendation to Council.
8. After the selection of a board member has been made by Council, the Clerk will send letters to all applicants: congratulating the person selected and thanking the others. The unsuccessful candidates will be informed that their application is being retained for future considerations when there is a vacancy and they will be invited to attend board meetings.

Eligibility for Service on Boards and Standing Committees as appointed by the Village Council

- Shall have resided in the Village for at least one year
- Shall be a qualified and registered voter of the Village of Beverly Hills
- Shall expect to have a 70% annual attendance record
- Shall agree to abide by the "Ethical Standards of Conduct" as recorded in the Village of Beverly Hills *Organizational and Council Policies and Procedures Manual*
- Removal for Cause – Members of any board or standing committee may, after a public hearing, be removed for cause by the Village Council

POLICY FOR REAPPOINTMENTS

1. Three months prior to the expiration of a board member's term, administration will notify the member of the expiration of the term and advise the member of his or her eligibility for reappointment, subject to Council review.
2. If the eligible person is not interested in another term, the Council will be notified and the position filled from applications in the usual manner.
3. In determining eligibility for reappointment, the Council Personnel Committee should consider:
 - (a) A 70% attendance requirement for scheduled meetings, over the previous terms.
 - (b) Length of service.
 - (c) Special expertise required by this Board, which can either come from outside experience in the field or from years of experience actually working on the Board.
 - (d) Recommendations from other Board members and Council members.
 - (e) Opening up opportunities for new people to serve.
4. If the Village Council feels that the Board member should not be reappointed, the person should be notified immediately by the Council liaison to that board. Once this notification has been given, a committee should be formed and the position filled in the usual manner.
5. Persons leaving boards for whatever reason, should receive a letter of recognition for their service.
6. If the Council concurs with the recommendation of the committee for reappointment, the appointee should be notified by personal phone contact and letter.