April 16, 2020

Dear Charitable Solicitations Commission Applicant:

Thank you for your interest in the very important position of Charitable Solicitations Commissioner with the City of Beverly Hills. The position is appointed by the City Council from among residents who apply for openings. **The filing deadline is Friday, June 12, 2020 at 5:00 p.m.**

Attached is an application that we would like to have you fill out and return to the City Clerk's Office at City Hall. The application and associated materials are intended to give applicants a full explanation of the requirements and duties of a Charitable Solicitations Commissioner, and to give the City Council a thorough understanding of your qualifications and interests in the position. All applicants are strongly encouraged to attend Commission meetings for the Commission they are applying to prior to the interview process.

After the June 12, 2020 filing deadline, you will be contacted for an interview with the City Councilmembers/Liaisons to the Charitable Solicitations Commission and the Charitable Solicitations Commission Chair and Vice Chair. The City Council initiated this process to give applicants an opportunity to share their qualifications and motivations for applying. Due to the anticipated number of applications, we cannot schedule every candidate to meet with all five City Councilmembers, but we hope that the initial interview will give each candidate an opportunity to learn more about the position and to express their interest. All five City Councilmembers will receive a complete copy of each candidate's application. Concluding the interview and review process, the City Council will appoint the new Commissioners as soon as possible thereafter.

Please note that the application package includes an informational copy of the FPPC Form 700, "Statement of Economic Interests," which State law requires of each City official, including Charitable Solicitations Commissioners. This document would need to be filed in the City Clerk's Office within 30 days of a new commissioner taking office, and again each year in April. It is **not** required at the time of filing the application.
While the application process requires a significant investment of time, we think it is vital to making good appointments. We hope that you will find the process stimulating and enjoyable.

In order that we may preserve the integrity of the application and interview process, please direct all inquiries to the City Clerk, City Manager or the Chief of Police. Please DO NOT contact the City Council Members or the members of the Charitable Solicitations Commission regarding the Charitable Solicitations Commission vacancy.

Sincerely,

HUMA AHMED
City Clerk

Enclosures
CITY OF BEVERLY HILLS
CHARITABLE SOLICITATIONS COMMISSION
APPLICATION

TO: MAYOR AND CITY COUNCIL

I am a resident of the City of Beverly Hills and am interested in being considered for an appointment on the Charitable Solicitations Commission.

Name___________________________ E-mail__________________________

Residence Address (required):________________________ ZipCode:_____

Mailing Address (optional):________________________ Zip Code:_____

Home Phone_________ Work Phone_________ Fax______________

How long have you resided in Beverly Hills? __________ (Applicant must be a resident of the City for a minimum of two years prior to filing an application)

Occupation__________________________________________________

Have you ever been a paid lobbyist/legislative advocate? If so, when and before which commission(s)? ________________________________

Have you ever applied to the Team Beverly Hills Program? __________________________

Are you a member or alumnus of the Team Beverly Hills Program?________________

Have you applied previously for a commission appointment? If so, which commission(s)? ______________________________________

1. Please list ALL community activities in which you are presently involved, and ALL activities in which you have participated in the past (including years of service). Please highlight any activities related to charitable fundraising issues, either locally or elsewhere.

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
2. Please describe any fundraising expertise or other background information related to accounting, financial statements, or 501(c)(3) financial reporting (education, business or personal) that you feel might be useful to you as a Charitable Solicitations Commissioner.

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3. Have you attended one or more full Charitable Solicitations Commission meetings within the last 12 months? Why did you attend these particular meetings? Please comment on your reactions.

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________________________________________________________________________

4. Apart from set monthly meetings, Commissioners may be expected to attend Mayor’s Cabinet meetings, liaison meetings, or Ad Hoc Committee meetings as needed. How much time do you envision giving to the Charitable Solicitations Commission? How often are you out of town? What other commitments might cause conflicts in your scheduling of Commission meetings?

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________________________________________________________________________

________________________________________________________________________
5. What do you see as the major issue currently facing Beverly Hills and the charitable solicitation process?

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6. Please provide your understanding of the Beverly Hills Municipal Code as it relates to the authority and enforcement rights of the Charitable Solicitations Commission.

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7. Why do you wish to be a member of the Charitable Solicitations Commission? (Specifically, why have you chosen this form of community service over the many other avenues of community service available in our community?)

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________________________________________________________________________

8. Commissioners are expected to attend all monthly meetings, but are allowed three absences a year. Are you able to make this time commitment?

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________________________________________________________________________

________________________________________________________________________

Signature____________________________________  Date____________________

CSC App 2020
Completed applications should be returned to the City Clerk, 455 North Rexford Drive, Room 290, Beverly Hills, California 90210. If you have any questions, please contact the City Clerk at telephone number 310.285.2400. Thank you.

IMPORTANT NOTICE
In order that we may preserve the integrity of the application and interview process, please direct all inquiries to the City Clerk, City Manager or the Chief of Police. Please DO NOT contact the City Councilmembers or the members of the Charitable Solicitations Commission regarding the Charitable Solicitation Commission vacancies.
Serving on the Beverly Hills Charitable Solicitations Commission

The Charitable Solicitations Commission is one of twelve (12) Commissions appointed by the City Council to carry out a variety of delegated functions. The City Manager, department heads and other city staff who work for the City Council provide staff support to the Commissions. The Police Department provides primary staff support to the Charitable Solicitations Commission although depending on the issues, other departments provide support as well.

There are five Charitable Solicitations Commission positions serving for an initial two-year term. At the discretion of the City Council, Commissioners may be reappointed to a second term of four years. A member may serve beyond expiration of that member’s term until such time as a successor is appointed. An application form for appointment to the Charitable Solicitations Commission may be obtained in the City Clerk’s office in Room 290 of City Hall or by calling 310.285.2400. It is recommended that those seeking appointment attend a few Charitable Solicitations Commission meetings to familiarize themselves with some of the current issues and to see how the meetings are conducted. When there is an anticipated vacancy, the City Council announces the upcoming vacancy and invites interested persons to submit application forms. The City Council then screens the applications and may invite candidates to an informal interview. Once a selection has been made, the City Council appoints the successful candidate at a formal public meeting. The City Clerk swears in new Charitable Solicitations Commissioners sometime before their first meeting, generally immediately prior to their first meeting.

Legal Authorities and Responsibilities
The Municipal Code sets out the areas over which the Charitable Solicitations Commission has authority as an advisory group to the City Council. The Commission is responsible for making a review of applications for permits to solicit in the City, then advising and making recommendations to the Chief of Police regarding the solicitation permits; review required financial statements showing the amount of funds raised by the solicitations; and perform other duties as may be imposed by the City Council.

Operation, Staffing, and Time Commitment
The Charitable Solicitations Commission meets the second Wednesday of each month and follows a published agenda. Meetings are held in Room 280-A in City Hall and generally begin at 9:00 a.m. and end about 12:00 noon, depending on the number of matters on the agenda. The meetings are conducted by the Chair or, in his/her absence, the Vice Chair. Commissioners may serve on subcommittees appointed by the Chair to study particular issues and make recommendations to the full Commission.

By the Friday before each meeting, the Commissioners receive an agenda and supplementary materials regarding solicitation permits and financial statements to be reviewed at the meeting. Depending on the length and complexity of the agenda,
Commissioners can expect to spend between two and three hours reviewing the materials in advance of the meeting.

The presence of at least three Commissioners constitutes a quorum and is required to conduct a meeting and make formal recommendations. The Commission must conduct its meetings and formulate its decisions in accordance with its own set of operating rules and with State law (the Brown Act) which requires all meetings to be open to the public. A staff-recording secretary takes minutes of the meetings.

Commissioners must comply with State law regarding conflicts of interest. They may not deliberate or participate in any cases in which they have an interest. State law requires that each Commissioner file a financial disclosure form with the City Clerk's office. The forms will be available for public inspection. Interested persons may contact the City Clerk's office to review a sample. The City Attorney's office, which provides staff support to the Commission, can advise Commissioners who have questions on a case-by-case basis. Commissioners will find that parties to an application, both pro and con, will attempt to engage them in conversation about it. It is important for the Commissioners to maintain an impartial distance and to maintain this impartiality, sometimes in the context of impassioned pleas from fellow residents, business colleagues, friends, and acquaintances.

Helpful skills for Commissioners to have include: a general knowledge of current charitable or religious solicitation events throughout the City; the ability to read and understand financial reports and monetary figures; the ability to apply the provisions of the Charitable Solicitations Ordinance to particular cases and explain the reasons for their recommendations; and the ability to make and defend impartial and informed decisions.