

**CITY OF BEVERLY HILLS
HUMAN RELATIONS COMMISSION
APPLICATION**

TO: HONORABLE MAYOR AND CITY COUNCIL

I am a resident of the City of Beverly Hills and am interested in being considered for an appointment to the Human Relations Commission.

Name: _____ E-mail address: _____

Residence Address **(required)**: _____ Zip code: _____

Mailing Address (optional): _____ Zip Code _____

Home phone: _____ Work phone: _____ Fax: _____

Cell phone: _____

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 and, if selected, remain a resident in order to serve.)

Occupation/Vocation/Avocation: _____

Have you ever been a paid lobbyist/legislative advocate? If so, when and before which legislative body (e.g., City Council, City Commission)?

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. Describe your involvement or interest in community activities, organizations, or specific "causes" as they relate to your interest in serving on the HRC.

2. Describe a current issue in Beverly Hills that you believe falls within the purview of the HRC? How would you advise the HRC to address the concern?

3. What skills, ability or training do you have that would help you serve on the Commission?

4. Describe your strategies and strengths in dealing with conflict resolution within a five-member commission setting.

5. How would you describe your interpersonal skills/objectivity in dealing with complicated issues such as diversity?

6. Is there anything in your core beliefs that would negatively impact your ability to serve as a Human Relations Commissioner?

7. How do you respond to the purposes and responsibilities of the Human Relations Commission (see page five of the application)?

8. The Human Relations Commission promotes positive human relations and civility in the City. Describe how you demonstrate civility in the community.

9. Please describe your availability to prepare for and attend City Council and HRC committee meetings, special HRC-sponsored events and/or other activities beyond regularly scheduled monthly meetings.

10. Have you ever attended a Human Relations Commission meeting? If so, how many and when? What issues were reviewed at these meetings?

11. What suggestions do you have to improve or enhance the Human Relations Commission information provided on the City's website www.beverlyhills.org?

12. Why do you wish to be a member of the Human Relations Commission?

Date _____ Signature _____

Completed applications may be returned to the City Clerk's Office, Room 290, 455 North Rexford Drive, Beverly Hills, CA 90210. If you have any questions, please contact the City Clerk at 310.285.2400.

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 Human Services Administrator. Please **DO NOT** contact the City Councilmembers or the members of the Human Relations Commission regarding the Human Relations Commission vacancies.

Serving on the Beverly Hills Human Relations Commission

In November 2000, the City Council established the Commission and adopted the following mission statement:

The Human Relations Commission shall advise, recommend, assist and encourage activities and programs to be undertaken to promote positive human relations in all aspects of community life in Beverly Hills. The Commission shall actively promote a just and equitable multi-cultural society; and will endeavor to reduce conflict and tension, as well as discrimination, prejudice and stereotyping based on race, religion, gender, sexual orientation, national origin, age, disability, or any other arbitrary factor.

The purposes and responsibilities of the Human Relations Commission include the following:

- a) Promoting the concepts of diversity, tolerance, and acceptance in the community;
- b) Conducting such studies and hearings in any field of human relations in the community as will aid in effectuating the Commission's general purpose;
- c) Inquiring into incidents of tension or conflict among or between various racial, religious or nationality groups, and encouraging action by means of conciliation, conference, and/or persuasion to alleviate such tensions and conflict;
- d) Conducting and/or recommending such educational programs as will increase goodwill throughout the community;
- e) Defining, identifying and tracking existing and emerging issues that may benefit from intervention or conflict resolution;
- f) Facilitating better communication and interpersonal relations within the City and between the City and members of the community, and hearing and receiving oral and written communications, in an appropriate time and manner, from members of the public concerning any topic that relates to the relationships between members of the community or between the City or its staff and members of the community;
- g) Receiving citizen complaints, in an appropriate time and manner, concerning the interactions of City employees with the public. The Commission shall serve as one alternative to directing complaints to the City department involved in the complaint.
 - (1) The Commission or its staff may communicate with complainants and City departments with regard to complaints received by the Commission and may also arrange and facilitate communications directly between City departments and complainants;

- (2) The Commission or its staff may inquire about the status of a complaint received by the Commission and the progress of the review of a complaint.

Commissioners will be appointed to an initial two-year term, and may be reappointed for an additional four-year term (i.e., for a total of six years). Applicants should possess the following skills, abilities and characteristics:

1. Some experience with organizations involved with diversity
2. Experience in conflict resolution
3. Representative of community constituencies - age, ethnicity, socioeconomic levels, gender
4. Interpersonal skills for working on a commission
5. Experience in Beverly Hills community
6. Communication skills
7. Tolerance for conflicting views - fairness, objectivity, ability to overcome own biases
8. Applicants must be Beverly Hills residents, except that up to two members may be non-residents who are active in Beverly Hills religious, educational or social service agencies.

The Commission generally meets the third Thursday of every month at 9:00am. There may also be special meetings, committee assignments and events periodically throughout the year.

The Commission works closely with the Human Services Administrator. The Beverly Hills Unified School District and City Police Department have each assigned a representative to attend the Commission's meetings.

Serving on a City Commission

The Human Relations Commission is one of eleven City Commissions appointed by the City Council. Commissions are established by the Municipal Code to perform a variety of *statutory* or *advisory* functions. The twelve (12) City Commissions include:

Architectural Commission
Arts and Culture Commission
Charitable Solicitations Commission
Cultural Heritage Commission
Design Review Commission
Health and Safety Commission
Human Relations Commission
Planning Commission
Public Works Commission
Recreation and Parks Commission
Rent Stabilization Commission
Traffic and Parking Commission

Statutory functions are those that involve Code-specified "decision authority." Much of the work done by the Planning Commission and the Architectural Commission is statutory because the Commissions are vested with authority to make decisions following properly noticed public hearings.

Most of the work done by other City Commissions is advisory. The Commissions have been established to provide advice to both the City Council and City staff. City Commissioners provide an educated viewpoint from the perspective of the resident. The advice that they provide is highly respected and very influential. City Commissions are not responsible for the work of given staff department, nor are they "oversight bodies." The Commissions do not exercise any budgetary control.

As with most cities in California, the City of Beverly Hills uses the Council-Manager form of government. This is a "corporate" model, whereby the elected City Council (Board of Directors) employs a City Manager (CEO) to hire and supervise the full-time workforce. The workforce is divided into departments, each with a Department Head who works directly for the City Manager. The City Council sets policy for the City, and the City Manager is responsible for implementing that policy. The City Manager helps *recommend* policy (as do City Commissions), and the City Council *audits* the effectiveness of the City Manager in carrying out the adopted policy. City Commissions are not asked to audit staff performance, but they are frequently asked to evaluate the effectiveness of the programs that seek to implement City Council policy. Personnel performance issues are left to the City Manager.

Commission meetings are conducted in accordance with the Commission's own adopted rules and with State "open meeting" laws (i.e., the Brown Act). Three members of the Commission constitute a quorum, and any meeting of a quorum must conform to the Brown Act, which specifies that:

- All meetings must be open to the public
- Agendas must be posted 72 hours in advance (except for certain emergency circumstances)
- No matter may be decided unless it is on the posted agenda

- A quorum of the body may not discuss Commission business outside a normal meeting, nor may decisions be made (or even pursued)
- Formal minutes must be maintained for each meeting

State law also requires conformance with conflict of interest requirements. Each Commissioner is required to file a financial disclosure form (FPPC Form 700) upon appointment and annually thereafter. The form is obtained from the City Clerk and, upon completion, filed in the City Clerk's Office. It is available for public inspection. The City Clerk can provide sample copies of such reports, and the City Attorney may be consulted for guidance in meeting the letter and spirit of this State law.

Applications for the Human Relations Commission may be obtained from the City Clerk's Office. All applicants will be interviewed by a subcommittee of City Council and Human Relations Commission. Following these interviews, the subcommittee will recommend the names of top candidates to the full City Council. City Councilmembers may then conduct further interviews before they make a final selection at a formal City Council meeting.

Candidates who have additional questions should feel free to contact the City Manager or the City Clerk.

The City Council and staff are very appreciative of the interest of all applicants.