

**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 commision(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 commis-sion(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.

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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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9. By filing this application, you are consenting to a background check. If you do not consent to a background check, please do not file an application.

Please check one:

yes      no

Signature \_\_\_\_\_ Date \_\_\_\_\_

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.

### **Background Check**

Please be advised that as part of the Commissioner recruitment process, finalists will be required to undergo a background check. The background check is intended to ensure that the City's Commissioners meet the highest standards and represent the City in a positive manner. As part of the background check, the following areas will be reviewed:

- Criminal Convictions
- Bankruptcies
- Lawsuits
- Suspended or Revoked Professional Licenses
- Disciplinary Actions from Professional Boards or Licensing Agencies
- Social Media Posts and Affiliations

Although unfavorable information related to one or more of the above areas will not serve as grounds for automatic disqualification, any unfavorable information will be provided to the selection committee and may be relied upon in the selection process. By filing this application, you are consenting to a background check. If you do not consent to a background check, please do not file an application.