



## CITY OF ROCKLIN

### APPLICATION FOR COUNCIL APPOINTMENT TO THE COMMUNITY RECOGNITION COMMISSION

#### DUTIES AND RESPONSIBILITIES

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The Community Recognition Commission consists of five members appointed to alternating four-year terms. Two of the founding members of the Commission shall be appointed to a two-year term so as to stagger the terms of the members. The Community Recognition Commission shall act in an advisory capacity to the City Council in matters pertaining to community recognition.

Commissioners must be at least 18 years of age, live within the City limits, and a registered voter.

The Community Recognition Commission meets quarterly in January, April, July and October on the third Wednesday of each month at 4:00 p.m.

Commissioners are paid \$100 per regular quarterly meeting.

Chapter 2.45 of the Rocklin Municipal Code specifically addresses the role of the Community Recognition Commission as follows:

#### **2.45.010 - Established.**

The Community Recognition Commission is established as set forth in this chapter and shall be governed by the rules and regulations set out in this chapter.

#### **2.45.020 - Composition.**

The commission shall consist of five (5) members. The City Council, when selecting persons to serve on the commission, shall seek outstanding individuals whose commitment and talents will contribute to the purposes and functions of the commission and who represent a broad array of backgrounds and areas of expertise (such as youth sports organizations, service clubs, local businesses, education sector, arts and culture groups, public safety, civic service clubs, citizens at-large, and philanthropic organizations).

#### **2.45.030 - Residency required.**

In order to be eligible to hold office on the commission, a person must be a resident and registered voter of the city. If, during his or her term of office, a member of the commission



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moves his or her residence outside the city limits, or ceases to be a registered voter of the city, such member's office shall immediately become vacant.

##### **2.45.040 - Term of office.**

Members of the Community Recognition Commission shall serve four year terms and until their successor is appointed, unless the term is modified by the Mayor with the consent of the city council. Two of the founding members of the commission shall be appointed to a two year term, so as to stagger the terms of the members.

The members of the commission serve at the pleasure of the City Council and may be removed from office by the vote of a majority of the members of the City Council.

##### **2.45.050 - Compensation.**

Compensation for a member of the Community Recognition Commission shall be in an amount established by resolution of the City Council.

##### **2.45.060 - Failure to attend meetings.**

In the event a member has three (3) consecutive unexcused absences from regular meetings of the commission, the city council may declare the office of such member vacant. The secretary to the commission shall advise the Mayor through the City Clerk of any member with three (3) consecutive unexcused absences. The chair of the commission has the discretion to determine whether absences are excused or unexcused. Absences should be excused if due to situations such as illness, religious observances, family emergencies, work conflicts, and vacations.

##### **2.45.070 - Meetings.**

The commission shall meet quarterly in January, April, July and October on the third Wednesday of the month at 4:00 p.m. or such other time as approved by the City Council, unless that date falls on a legal holiday, in which case the following day shall be the meeting date.



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A quorum shall be a majority of the commission. No action of the commission shall be valid without the affirmative vote of at least three members.

All meetings of the commission shall be conducted in accordance with the latest edition of Robert's Rules of Order as published by Webster's New World, unless the particular rule or matter is otherwise provided for by city ordinance or the commission's rules and regulations.

A permanent change in the date and time of the regularly scheduled meetings of the commission shall be submitted to the City Council for approval. Such change may be approved by motion, without the need to amend this chapter.

The commission shall keep a record, which shall be available for public inspection, of all of its resolutions, proceedings, and other actions.

The commission may adopt and amend, by the affirmative vote of a majority of its members, rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the City Council and shall not become effective until approved by the City Council.

#### **2.45.080 - Organizational meeting – Officers.**

The first regular meeting in January of every year shall be an organizational meeting, at which time the commission shall elect its own chairman and vice chairman, who shall serve in such positions for a period of one year or until their successors are chosen.

#### **2.45.090 - Special meeting.**

Special meetings of the commission may be called by the chairman or upon the request of the city council acting through either the mayor or the city manager. Notice of special meeting shall be given at least twenty-four hours in advance of such special meeting.



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##### **2.45.100 - Brown Act compliance.**

All meetings of the commission shall be held in accordance with the Ralph M. Brown Act and shall be open to the public except as provided by law.

##### **2.45.110 – Purpose and Duties.**

The Community Recognition Commission shall act in an advisory capacity to the City Council in matters pertaining to community recognition. The Commission is charged with performing the following specific functions:

1. Coordinate the Ruhkala Awards event in April to coincide with National Volunteer Month of each year. Tasks include, but are not limited to:
  - a. Promote, publicize and encourage community awareness and participation in the Ruhkala Awards process and event;
  - b. Plan the Ruhkala Awards event;
  - c. Develop tools and selection criteria for determining worthy recipient(s);
  - d. Solicit nominations for recipient(s) and inform City Council of the opening date of the call for nominations;
  - e. Evaluate nominations and select recipient(s);
  - f. Recommend recipient(s) to the City Council via Council agenda. During this time Council may provide comments and additional direction to the Commission;
  - g. Organize and honor recipient(s) at City Council meeting.
2. Coordinate the Wall of Recognition event in the fall of each year. Tasks include, but are not limited to:
  - a. Promote, publicize and encourage community awareness and participation in the Wall of Recognition process and event;
  - b. Plan the Wall of Recognition event;
  - c. Develop tools and selection criteria for determining worthy recipient(s);



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- d. Solicit nominations for recipient(s) and inform City Council of the opening date of the call for nominations;
  - e. Evaluate nominations and select recipient(s);
  - f. Recommend recipient(s) to the City Council via Council agenda. During this time Council may provide comments and additional direction to the Commission; and
  - g. Organize and honor recipient(s) at City Council meeting.
3. Other duties as may be assigned by the City Council, from time to time.



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**RETURN TO:**

City Clerk  
City of Rocklin  
3970 Rocklin Road  
Rocklin, CA 95677

**FILING DATE:**

May 4, 2018  
4:00 P.M.

Thank you for your interest and willingness to serve your community. Please fill out the information listed below and return this application by the filing date indicated above.

**APPLICANT INFORMATION**

NAME (LAST, FIRST, MIDDLE)

ADDRESS

ZIP

PHONE

HOME ( )

BUSINESS ( )

E-MAIL ADDRESS

NUMBER OF YEARS ROCKLIN RESIDENT

REGISTERED VOTER

YES ☐ NO ☐

**PERSONAL INFORMATION**

Have you ever applied to or worked for the City of Rocklin before? If yes, when?

Yes ☐

No ☐

Do you have any relatives working for the City of Rocklin? If yes, state name(s) and relationship.

Yes ☐

No ☐

Do you own real property (including residence), personal property, financial holdings or receive income from any source which might present a potential conflict of interest or appearance of conflict of interest with your requested appointment?

Yes ☐

No ☐

Do you or any members of your immediate family:

Own any interest in any enterprise which does or might do business with the City of Rocklin and/or the Commission?

Yes ☐

No ☐

Own any interest in any real property adjacent to or within the City of Rocklin?

Yes ☐

No ☐

Have any interests or associations which might present a conflict of interest?

Yes ☐

No ☐

## PERSONAL INFORMATION

Please state the reasons you are interested in serving on the Community Recognition Commission. \_\_\_\_\_

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How would you interact in the community on behalf of the Community Recognition Commission as an advisory committee member? \_\_\_\_\_

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How do you feel you would add value to the Community Recognition Commission? What unique characteristics, qualifications, perceptions, and experience would you bring to the Commission? \_\_\_\_\_

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What additional information would you like us to know to better assess your suitability to the Community Recognition Commission? \_\_\_\_\_

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In your opinion, what is the goal of the Community Recognition Commission and what benefit does it provide to the City of Rocklin? \_\_\_\_\_

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Have you had previous public service experience on a commission or public body? If so, indicate the public agency, title of position and duties. \_\_\_\_\_

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List current professional organizations which you are a member: \_\_\_\_\_

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**EDUCATION/TRAINING/SPECIAL QUALIFICATIONS**

College/University/Trade School or Special Training	Course of Study/Major	Types of Degree or Certificate

Certificates of Training, Licenses, or Professional Registration (include date issued and registration number if applicable): \_\_\_\_\_

\_\_\_\_\_

Describe any job related skills, knowledge or special training you may possess.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY/WORK EXPERIENCE**

Present or Most Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_

*Street*

*City*

*State*

*Zip Code*

Exact Title of Position: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Supervisor Name/Title/Phone Number: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

*Street*

*City*

*State*

*Zip Code*

Exact Title of Position: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Supervisor Name/Title/Phone Number: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_



## DISCLOSURE

If your answer is "Yes" to either of the following questions, please give details in the space provided below. Attach additional sheets if necessary.

Have you ever been convicted of any offense other than minor traffic violations?

**NOTE: DRUNK, RECKLESS OR HIT-RUN DRIVING ARE NOT MINOR VIOLATIONS. CONVICTIONS ARE EVALUATED FOR EACH POSITION AND ARE NOT NECESSARILY DISQUALIFYING.**

*The California Fair Employment and Housing Commission prohibits asking applicants about convictions that have been sealed, expunged or legally eradicated, or misdemeanor convictions for which probation was completed and the case was dismissed.*

Yes ☐

No ☐

Have you ever been terminated or asked to resign from a position?

If yes, give name and address of employer, date of occurrence, and the reason.  
CITE ALL SUCH CASES.

Yes ☐

No ☐

## ETHNIC SELF-IDENTIFICATION FORM

The City of Rocklin is an equal opportunity/affirmative action employer. In order to assess the City's recruiting program and to comply with federal government recordkeeping requirements, we are asking all applicants for employment to complete this form. This information will not be attached to your application and will be used for research and evaluation purposes only. Completion of this form is voluntary. Your cooperation in providing this information is greatly appreciated.

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Are you over 40 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

### ETHNIC ORIGIN

[ ] Native American: Persons who identify themselves or are known as such by virtue of tribal association. Includes American Indian, Alaskan, and Eskimo.

[ ] Filipino: All persons of Filipino descent.

[ ] Black: All persons having origins in any of the Black racial groups of Africa.

[ ] Caucasian: Persons of Indo-European descent except those included in other groups.

[ ] Asian: Persons of Chinese, Indo-Chinese, Japanese or Korean descent.

[ ] Hispanic: All Persons of Mexican, Latin American, Spanish or Portuguese descent except those who are Black.

[ ] Pacific Islander: Persons of Polynesian descent who are not included in any other group.

[ ] Other: \_\_\_\_\_

## REGULATORY REQUIREMENTS

**STATEMENT OF ECONOMIC INTEREST FORM 700:** PER THE STATE OF CALIFORNIA FAIR POLITICAL PRACTICES COMMISSION, PERSONS APPOINTED TO THE COMMUNITY RECOGNITION COMMISSION ARE REQUIRED TO FILE A STATEMENT OF ECONOMIC INTERESTS (FORM 700). THIS RULE REQUIRES THE DISCLOSURE OF A VARIETY OF SOURCES OF INCOME FOR PUBLIC OFFICIALS.

**ETHICS TRAINING:** ALL APPOINTEES ARE REQUIRED TO SATISFY THE LOCAL ETHICS TRAINING REQUIREMENT MANDATED BY GOVERNMENT CODE SECTION 53234. INFORMATION FOR AN ONLINE TRAINING RESOURCE WILL BE PROVIDED BY THE CITY CLERK UPON APPOINTMENT.

**OFFERS OF APPOINTMENT** ARE CONDITIONAL UPON SUCCESSFUL COMPLETION OF FINGERPRINT CLEARANCE.

## AUTHORIZATION AND RELEASE

I UNDERSTAND THAT IN CONNECTION WITH THIS APPLICATION FOR APPOINTMENT, AN INVESTIGATION OF MY PERSONAL AND BUSINESS BACKGROUND MAY BE CONDUCTED. I HEREBY AUTHORIZE THE RELEASE OF ANY AND ALL INFORMATION PERTAINING TO ME OR BUSINESSES IN WHICH I PARTICIPATE, INCLUDING INFORMATION OF A CONFIDENTIAL OR PRIVILEGED NATURE IN THE POSSESSION OF GOVERNMENT OR PRIVATE AGENCIES OR INDIVIDUALS. I HEREBY RELEASE ALL SUCH AGENCIES OR INDIVIDUALS WHO FURNISH SUCH INFORMATION FROM LIABILITY FOR DAMAGE, WHICH MAY RESULT FROM FURNISHING THE INFORMATION REQUESTED.

DATE:

PRINT NAME:

SIGNATURE:

Applicants are encouraged to attach a resume.