



PLEASE READ BEFORE COMPLETING APPLICATION

Boards, Commissions and Committees Information for Applicants

Thank you!

Thank you for your interest in serving the City of Carlsbad as a member of a board, commission or committee. Members of these appointed bodies are a critical part of our local government, providing insight, expertise and community input.

About Boards, Commissions and Committees

General information about the role of boards, commissions and committees is available on the city website and from the Office of the City Clerk. To see the specific scopes, requirements and appointment criteria, please review the Carlsbad Municipal Code, starting with section 1.20. The code is also available on the city website and in the Office of the City Clerk, as well as city libraries.

Requirements to Serve

Although some boards, commissions and committees require specific qualifications, all applicants must be Carlsbad residents and registered to vote in Carlsbad. For some positions, it is preferred that you reside in a particular district. To find your district, please visit our website at [Find Your District](#). We recommend familiarizing yourself with the board, commission or committee(s) that interest you by attending several meetings and speaking with current members regarding time commitment and knowledge required to adequately represent your community. If appointed, you will be required to file a financial disclosure statement and complete two hours of state mandated ethics training upon 30 days of appointment. The ethics training must be completed every two years during the term of appointment.

Application Process

- The Office of the City Clerk accepts applications throughout the year and will keep them on file until Dec. 31 of the year the application was submitted.
- You may resubmit an application every year.
- Applications are considered public records, which means members of the public may view or request a copy of any application.
- If you are appointed to a board, commission or committee, you will not be considered for additional appointments, even if you indicated interest in more than one on your application.
- A list of planned vacancies (when terms expire) is available at city libraries, the Office of the City Clerk and on the city website.
- From time to time, the city will have an unplanned vacancy. When this happens, the Office of the City Clerk will issue a press release, promote the vacancy on social media, post a notice inviting applicants to apply and also notify applicants that have an application on file.
- Applicants are encouraged to schedule meetings with members of the City Council to discuss their interest and qualifications relating to their desire to serve on a Board, Commission or Committee. In addition, applicants may be invited to attend the City Council meeting where the appointments will take place to provide their qualifications and answer any questions asked by members of the City Council. Attendance by the applicant at the City Council meeting where the appointment will occur is voluntary and not a requirement for appointment.
- Appointments require a majority vote of the City Council.

Questions? Please call 760 434-2808 or email clerk@carlsbadca.gov



City of Carlsbad Boards, Commissions and Committees

Name	Meeting Schedule	Staff Liaison
Agricultural Mitigation Fee Committee	On an as needed basis. See website for dates and times.	Associate Planner
Arts Commission	1st Thursday of the month, 9 a.m.	Cultural Arts Manager
Beach Preservation Commission	1st Tuesday of even numbered month, 4 p.m.	Park Planner
Housing Element Advisory Committee*	On an as needed basis. See website for dates and times.	Senior Planner
Carlsbad Tourism Business Improvement Board	On an as needed basis. See website for dates and times.	Finance Manager
Carlsbad Golf Lodging Business Improvement Board	On an as needed basis. See website for dates and times.	Finance Manager
Historic Preservation Commission**	2nd Monday of odd numbered month, 5 p.m.	Deputy Library Director
Housing Commission***	2nd Thursday of the month, 6 p.m.	Community & Economic Development Director
Library Board of Trustees	4th Wednesday of the month, 4 p.m.	Library & Cultural Arts Director
Parks and Recreation Commission	3rd Monday of the month, 5:30 p.m.	Recreation Services Manager
Planning Commission	1st and 3rd Wednesday of the month, 6 p.m.	City Planner
Senior Commission	4th Thursday of the month, 3 p.m.	Recreation Services Manager
Traffic & Mobility Commission	1st Monday of the month, 5 p.m.	Deputy Director/ Traffic Engineer

*See *Housing Element Advisory Committee Charter* for additional information

**See *Carlsbad Municipal Code 22.04* for special requirements

***See *Carlsbad Municipal Code 2.40* for special requirements

Carlsbad Tourism Business Improvement District and **Carlsbad Golf Lodging Business Improvement District** members are appointed from member hotels and organizations. Both meet on an as-needed basis but are required to meet once a year to develop the annual report and expenditure recommendations for the coming fiscal year to Council - usually in May.



Boards, Commissions and Committees Application for Appointment

Arts Commission		Housing Commission		Planning Commission	
Beach Preservation Committee		Library Board of Trustees		Senior Commission	
Historic Preservation Commission		Parks and Recreation Commission		Traffic & Mobility Commission	
Tourism Business Improvement District		Golf Lodging Business Improvement District		Agricultural Mitigation Fee Committee	
Housing Element Advisory Committee		CDBG Advisory Committee			

If applying for more than one, please indicate order of preference.

Personal Information

Name		Date of Birth:	
		<i>Required for Voter Registration Verification</i>	
Home Address			District Number
City	ZIP		
Home Phone	Mobile		
E-mail			
Occupation			
Employer			
Employer Address			
City	ZIP		
Work Phone	Mobile		

Acknowledgements

	Yes	No
I am a resident of the City of Carlsbad.		
I am a registered voter in Carlsbad.		
Are you currently or have you ever been an officer of or employed by the City of Carlsbad? If yes, please explain below.		
Are you currently or have you ever been under contract with the City of Carlsbad? If yes, please explain below.		
I am a Citizens Academy graduate.		
I am familiar with the responsibilities of the board/commission/committee(s) on which I wish to serve.		
I am willing to be interviewed regarding my qualifications for appointment by the City Council or at the request of an individual Council member.		
I am willing to file financial disclosure statements, if required.		
I am willing to complete two hours of state mandated ethics training every two years, if required.		

Explanations

Please describe your educational background

Please describe relevant experience

Please describe your current or past community involvement

Please list all service on boards, commissions or committees, private or public agencies, (including non-profit organizations)

Additional information or comments

Submittal Information

Please select the submit button below to electronically submit application. If you prefer to print, please select "print form" button, sign and mail to:

City of Carlsbad
City Clerk's Office
1200 Carlsbad Village Drive
Carlsbad, CA 92008.

Signature _____ **Date** _____

* Only required to sign if submitting paper form; if submitting electronically your submittal via e-mail is considered acknowledgement.

Clear form

Print form

Submit form