



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.
- You may not serve on multiple commissions simultaneously.
- 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.



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, 6 p.m.	Cultural Arts Manager
Beach Preservation Commission	1st Tuesday of even numbered month, 4 p.m.	Park 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
Community-Police Engagement Commission	Quarterly. See website for dates and times.	Legislative & Constituent Services Director
**Historic Preservation Commission	2 nd Monday of odd numbered month, 6 p.m.	Deputy Library Director
***Housing Commission	2 nd Thursday of the month, 6 p.m.	Housing & Homeless Services Director
Library Board of Trustees	4 th Wednesday of the month, 4 p.m.	Library & Cultural Arts Director
Parks & Recreation Commission	3 rd Monday of the month, 5:30 p.m.	Recreation Services Manager
Planning Commission	1 st and 3 rd Wednesday of the month, 6 p.m.	City Planner
Senior Commission	1st Thursday of the month, 3 p.m.	Recreation Services Manager
Traffic Safety & Mobility Commission	1 st Monday of the month, 4 p.m.	Deputy Director/ Traffic Engineer

***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 & Recreation Commission		Traffic Safety & Mobility Commission	
Tourism Business Improvement District		Golf Lodging Business Improvement District		Agricultural Mitigation Fee Committee	
Community-Police Engagement Commission					

Personal Information

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

Name		Date of Birth:	
		<i>Required for Voter Registration Verification</i>	
Home Address			<u>District No.</u>
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.		
I am willing to complete two hours of state mandated ethics training every two years.		

Please make sure that your text fits in the box provided or attach an additional sheet if needed.

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