



Tulare Public Cemetery District

900 E. Kern - Tulare, California 93274

Phone: 559-686-5544 / Email: office@tularecemetery.net

Application for Appointment to Tulare Public Cemetery District Board, Advisory or Ad-Hoc Committees

INSTRUCTIONS: Completely fill out this form, sign and return to address listed above.

Application Date: _____

Name of Committee Board or Committee for which you are applying:

Have you ever attended a meeting of the Board or Committee for which you are applying for? _____

If Yes How many meetings have you attended? _____ Date of last meeting attended? _____

District in which you Reside: _____ (you will be required to show proof of residency)

Length of Residency in the County: _____

Name: (First, Middle, Last)

Physical Home Address:

Mailing Address:

Day Telephone Number: _____ Cell Phone Number: _____

Email Address: _____ Are you Over 18 years of Age: _____

Employment Status: _____ (Full-Time/Part-Time/Self-Employed/Retired/Unemployed)

Employer's Name: _____

Employer's Address: _____

Job Title: _____

Why did you decide to apply and why do you want to serve on the board or committee?

Tell us why you should be selected: _____

IMPORTANT INFORMATION: THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION

Please list prior/current appointments to other Board/Committees and seat held:

List any information regarding experience, training and/or education that you feel qualifies you for this position:

Do you, or any member of your immediate family, work for the Tulare Public Cemetery District or hold a position that might conflict with your duties for this Board/Committee? If yes – Please Explain:

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. _____) * _____

If Yes, please identify the nature of the relationship:

Do you have any obligations that might affect your attendance at scheduled meetings? If Yes, Explain:

Time(s) you have available to attend meetings (days, evenings, etc.): _____

Do you have transportation? _____ Resume Attached: _____

Emergency Contact Information:

(1) Name _____ Relationship _____

Phone () _____ Work Phone () _____

(2) Name _____ Relationship _____

Home Phone () _____ Work Phone () _____

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As a volunteer I agree:

I hereby certify that the answers on this application and any resulting from interviews are true and correct and that any misrepresentations or omissions of facts, misleading, or false information on my part will be grounds for dismissal as a volunteer. Acceptance as a volunteer is contingent upon satisfactory references, verification of information submitted on the application and satisfactory completion of mandatory requirements. I authorize that all employers, schools, or references thus contacted be released from all liability in answering questions related to my application.

My services are donated to Tulare Public Cemetery District without contemplation of compensation or future employment and given with humanitarian or charitable reasons.

Applicant's Signature

Date

Background Disclosure

Tulare Public Cemetery District (TPCD) obtains arrest and conviction records on all potential volunteers. An arrest or conviction will not automatically eliminate you from consideration for volunteering. However, failure to list all pending charges and/or convictions may lead to your disqualification or termination of volunteering with CHS. Examples may include, but should not be limited to: driving while impaired, worthless checks, assault, driving while license is suspended, disorderly conduct, credit card fraud, embezzlement, etc.

Have you ever been convicted of any criminal violation of law, or are you now subject to a pending investigation of charges for violation of criminal law?_____

If yes, please explain _____

Public Records

I, _____, understand that once application is submitted, this document becomes a public record and is subject to all forms of public inspection including, but not limited to, display on the internet, and all public records requests.

Your signature indicates your approval for us to check references. Filing an application does not assure volunteer placement since the number of applicants usually exceeds the number of available openings. The Tulare Public Cemetery District is not obligated to provide a placement, nor are you obligated to accept the position offered. All applications are held for 90 days.

The first ninety days of the volunteer experience will be mutually probationary.

Opportunities for volunteers are provided without regard to religion, creed, race, national origin, age or sex.

I CERTIFY that the statements made by me in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board or committee at the Tulare Public Cemetery District.

Date

Signature:

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Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Tulare Public Cemetery District.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, (2) complete the State Ethics Training Course as required by AB 1234, and (3) Harassment Training Course
4. Meetings may be held in various locations.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution _____, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

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Town of North Yarmouth Committee Policy

- Policy -
Example

Section 1. Purpose

The purpose of this policy is to set forth the duties and responsibilities of the Select Board (Board) in regards to Town boards and committees whether Elected, Appointed, Ad-Hoc or Sub-committees. To establish the process for acquiring committee members; and to ensure that Town boards and committees are active, have set goals and objectives, and are fulfilling to their members.

Section 2. Definition

Committee: Throughout this policy, the term "committee" shall be used interchangeably to mean a board, a commission, a committee or a sub-committee.

Section 3. Committee Duties & Responsibilities

A) The following committees shall be considered standing and can only be abolished by Charter action: Board of Assessment Review, Budget Committee, Cemetery Commission, Planning Board, Parks & Recreation Committee, Shellfish Conservation Commission, and the Zoning Board of Appeals.

B) Any committee not otherwise mentioned in paragraph A shall be considered ad hoc.

- 1) Ad hoc committees serve at the pleasure of the Board and their positions on matters formally submitted to the Board are advisory in nature.
- 2) Ad hoc committees shall have a wide latitude to execute their charge but must seek Board guidance in situations that warrant it. Committees shall use the liaison, Town Manager or Committee Chairperson in cases that have significant public impact and guidance is requested.
- 3) Each ad hoc committee shall remain in existence for a maximum of one (1) year; however, the Board may extend their establishment of any ad hoc committee for additional terms. Each such term shall be up to one (1) year as necessary. Ad hoc terms shall coincide with the Town's fiscal year and begin on July 1st and expire on June 30th of each year.
- 4) Exception: The Wescustogo Hall Committee derived from the 1997 agreement is subject to the stipulations delineated within that agreement in that there shall be five (5) members, three (3) citizens (staggered terms) and two (2) Select Board members; terms are three (3) years; Select Board member's terms must be active to serve. There is no policy or Charter language to cover this committee; but I recommend that we include it here and possibly amend the Charter language.

C) Committees of three (3) or more members shall elect from their membership a chairperson and a secretary at its first regular meeting.

1) The Chair or his/her designee shall have the following responsibilities:

- a. Serve as the official spokesperson of the committee;

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- b. Preside over all meetings of the committee to maintain order and determine the course of proceedings;
 - c. Establish the schedule and agendas of the Committee; and
 - d. Ensure that the Select Board Chairperson is regularly apprised of the committee's activities.
- 2) Each Secretary shall keep a record of the committee's meetings, discussions and decisions.
 - 3) Committees shall be responsible for consulting with the Select Board on any proposed significant changes in the committee's objectives, financial requests, or defined project plans to ensure activities correspond with the desires of the Board and are in the best interest of the Town.
 - 4) All meetings shall be held in a regular open public session at a Town facility location with proper notification.
 - 5) No matters of decision shall take place electronically via email, text, landline, cell phone or by social media.
 - 6) Committee members shall follow the Town's Communications & Social Media Policy adopted July 21, 2015.
- E) In addition to the duties and responsibilities set forth by the Town's Charter or by State law, including the Freedom of Access Act (FOAA), each committee shall prepare an annual report. The report shall be due to the Town Clerk following the conclusion of each fiscal year and contain information relating to the activities of said year.
 - F) Committees shall be responsible for providing records and maintaining communications with the Town to include agendas, minutes, financial, website and other information.
 - G) Agendas shall be posted and or received by the Town Manager or his/her designee no later than 48 hours prior to the meeting.
 - H) Minutes shall be approved at the sequential committee meeting and then posted and or provided to the Town Manager or his/her designee within 48 hours.

Section 4. Board Duties and Responsibilities

- A) The Board shall annually at the beginning of each fiscal year meet with each committee to review their past and present activities. At this time the Board will review the charge of the committee for modifications and may prioritize the goals and objectives for the committee.
- B) The Board shall make appointments to committees from time to time in such numbers as they deem appropriate. In the case of elected positions described in Article IV of the Town's Charter, the Board shall have the authority to appoint members to otherwise elected committee positions in the event of removal, disability, or resignation and in the event no qualified candidate is elected on a secret ballot. Such appointments shall be for the unexpired term of such position.

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- C) The Board may, at its discretion, create or eliminate any or all ad hoc committees.
- D) The Town Manager or his/her designee is responsible for communicating the various committees, memberships and their charges to the community.

Section 6. Membership

- A) It is the responsibility of the Town Manager or his/her designee to maintain a listing of all Town committees, their members and the member contact information.
- B) Interested individuals shall submit a Town committee volunteer application to the Town Manager for review by the Board. The application includes a short bio, their qualifications and why they are interested.
- C) The Committee Chairperson, during the appointment process may submit to the Town Manager, their recommendations on appointments.
- C) The Board has the authority when establishing an ad-hoc committee, to set the numbers of members and their respective terms in accordance with the Town Charter and applicable State laws.

Section 7. Code of Conduct

- A) A member of the Committee in his or her relations with fellow committee members, should:
 - 1) Not make statements or promises of how he or she will vote on matters that will come before the Committee and or Select Board.
 - 2) Make decisions only after all facts on a question have been presented and discussed.
 - 3) Refrain from communicating the position of the Committee unless the full Committee has previously agreed on both the position and the language of the statement conveying the position
 - 4) Refrain from expressing personal opinions "as a member" following a committee vote or following the Select Board's decision on the matter.
 - 5) Treat with respect the rights of all members of the Committee despite differences of opinion.
 - 6) Treat all staff as professionals that respects the abilities, experience, and dignity of each individual.
 - 7) Insure that all requests for staff support go through the Town Manager's office.

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Section 6. Appointment & Oath Forms

A) Only members of the standing committees designated in section 3A shall be required to sign appointment & oath forms.

ADOPTED: September 3, 2013
AMENDED: September 6, 2016

Select Board



Jeanne Chadbourne, Chairperson



Paul Napolitano



Peter Lacy



Alex Carr, Vice Chairperson



Anne Graham