



# City of Gardena Human Services Commission Application

OFFICE of the CITY CLERK

Email: [cityclerk@cityofgardena.org](mailto:cityclerk@cityofgardena.org)

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / [WWW.CITYOFGARDENA.ORG](http://WWW.CITYOFGARDENA.ORG) / PHONE (310) 217-9565

NAME (First/Last):		D.O.B:
ADDRESS (Apt/City/Zip Code):		
MAILING ADDRESS (if different then home address):		
HOME PHONE NO:	CELL PHONE NO:	
BUSINESS PHONE NO:	EMAIL:	
EMPLOYED BY:		
WORK ADDRESS:		
NATURE OF BUSINESS (describe duties):		
EDUCATION (High School/College Name & City):		
DEGREES & TITLES:		
MEMBERSHIP IN ORGANIZATIONS (Professional & Other):		
MILITARY SERVICE (Branch of Service):		
COMMUNITY SERVICE & PARTICIPATION:		

Do you have any concurrent obligations and/or responsibilities which could possibly be considered as a conflict of interest? If yes, what are they?

Please provide aspects of your employment and other experience that you feel would qualify you to serve on a Commission, Committee, or other, as indicated:

Do you have any relatives who work for the City of Gardena: Yes  No

Have you continuously been a resident of the City of Gardena for the immediate past year? Yes  No

Have you been a registered voter in the City of Gardena for at least one (1) year? Yes  No

Reference of Gardena residents (Please do not list Mayor or Councilmembers):

Name:	Address:	Phone No:
Name:	Address:	Phone No:
Name:	Address:	Phone No:



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**Membership** Pursuant [GMC 2.36.030](#)

The human services commission shall consist of five members. The mayor and each councilmember shall have the right to nominate one member from the citizens at large, and such nominations shall be honored by ratification and confirmation by a majority vote of the membership of the council. Membership eligibility is established as follows:

Each appointee shall be a resident and a registered elector of the city for a period of one year immediately preceding appointment.

The composition of the commission shall reflect the ethnic makeup of the city as nearly as is possible.

Officials of the city shall not be eligible for appointment as members, except as may be provided in this chapter for ex officio officers. (Ord. 1574 § 1 (part), 1999; prior code § 11-4.03).

**Terms** Pursuant [GMC 2.36.040](#)

- A. The term of office for each human services commissioner shall be two years after the date of appointment or coterminus with the expiration of the actual tenure of the member of the council who nominated the commissioner, whichever occurs first. Commissioners may be reappointed.
- B. Each commissioner shall serve at the pleasure of the council, and any commissioner may be removed from office with or without cause by a majority vote of the membership of the Council.
- C. All commissioners shall serve until their respective successors are appointed and qualified.
- D. If a vacancy shall occur, the vacancy shall be filled by nomination by the member of the council having the right of nomination and shall be for the remainder of the current unexpired term. (Ord. 1670 § 1, 2005; Ord. 1574 § 1 (part), 1999; Ord. 1548 § 2, 1998; prior code § 11-4.04).

**Forfeiture of office** Pursuant [GMC 2.36.050](#) Notwithstanding any other provision of this chapter, any human services commissioner (excepting nonvoting members) who absents himself from any three consecutive regular meetings of the human services commission or who is absent from a total of six regular meetings of the commission in any twelve month period shall thereby automatically forfeit his position or office as a member of the commission and the name of such person shall be automatically removed from the membership of the commission immediately after the adjournment of any such third consecutive regular meeting or of any such six regular meetings in any such twelve month period, as the case may be, at which such commissioner has not appeared.

The secretary of the commission shall thereupon promptly notify the council of such fact, whereupon the vacancy so created shall be filled by appointment as set forth in Section [GMC 2.36.030](#). (Ord. 1574 § 1 (part), 1999; prior code § 11-4.05).

I acknowledge and agree to the following: a) That any or all of information on this form may be verified; and b) that this document is a public record subject to disclosure under the California Public Records Act.

I declare under penalty of perjury that the information contained in this application is true and correct. I understand that any falsification or omission may be cause for disqualification. I further declare that if I am appointed, I will serve fairly, impartially, and to the best of my ability.

<b>Signature:</b>	<b>Date:</b>
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**Chapter 2.36  
HUMAN SERVICES COMMISSION**

Sections:

[2.36.010 Created.](#)

[2.36.020 Purpose.](#)

[2.36.030 Membership.](#)

[2.36.040 Terms.](#)

[2.36.050 Forfeiture of office.](#)

[2.36.055 Quorum.](#)

[2.36.060 Organization.](#)

[2.36.065 Meetings.](#)

[2.36.070 Powers and duties.](#)

[2.36.080 Additional duties.](#)

[2.36.090 Ex officio member.](#)

[2.36.100 Secretary and minutes.](#)

[2.36.110 Compensation.](#)

**2.36.010 Created.**

Pursuant to the authority vested in the council, there is created a human services commission consisting of five members. (Ord. 1574 § 1 (part), 1999; prior code § 11-4.01)

**2.36.020 Purpose.**

The human services commission shall be responsible for the development and utilization of human services within the city for the betterment of the community. (Ord. 1574 § 1 (part), 1999; prior code § 11-4.02)

**2.36.030 Membership.**

The human services commission shall consist of five members. The mayor and each councilmember shall have the right to nominate one member from the citizens at large, and such nominations shall be honored by ratification and confirmation by a majority vote of the membership of the council. Membership eligibility is

established as follows:

Each appointee shall be a resident and a registered elector of the city for a period of one year immediately preceding appointment.

The composition of the commission shall reflect the ethnic makeup of the city as nearly as is possible.

Officials of the city shall not be eligible for appointment as members, except as may be provided in this chapter for ex officio officers. (Ord. 1574 § 1 (part), 1999; prior code § 11-4.03)

#### **2.36.040 Terms.**

A. The term of office for each human services commissioner shall be two years after the date of appointment or coterminus with the expiration of the actual tenure of the member of the council who nominated the commissioner, whichever occurs first. Commissioners may be reappointed.

B. Each commissioner shall serve at the pleasure of the council, and any commissioner may be removed from office with or without cause by a majority vote of the membership of the Council.

C. All commissioners shall serve until their respective successors are appointed and qualified.

D. If a vacancy shall occur, the vacancy shall be filled by nomination by the member of the council having the right of nomination and shall be for the remainder of the current unexpired term. (Ord. 1670 § 1, 2005; Ord. 1574 § 1 (part), 1999; Ord. 1548 § 2, 1998; prior code § 11-4.04)

#### **2.36.050 Forfeiture of office.**

Notwithstanding any other provision of this chapter, any human services commissioner (excepting nonvoting members) who absents himself from any three consecutive regular meetings of the human services commission or who is absent from a total of six regular meetings of the commission in any twelve month period shall thereby automatically forfeit his position or office as a member of the commission and the name of such person shall be automatically removed from the membership of the commission immediately after the adjournment of any such third consecutive regular meeting or of any such six regular meetings in any such twelve month period, as the case may be, at which such commissioner has not appeared.

The secretary of the commission shall thereupon promptly notify the council of such fact, whereupon the vacancy so created shall be filled by appointment as set forth in Section [2.36.030](#). (Ord. 1574 § 1 (part), 1999; prior code § 11-4.05)

#### **2.36.055 Quorum.**

Three voting members of the commission shall constitute a quorum of the commission for the transaction of business. (Ord. 1670 § 1, 2005)

**2.36.060 Organization.**

The human services commission shall develop its own bylaws which shall set forth the organization of the commission. (Ord. 1574 § 1 (part), 1999; prior code § 11-4.06)

**2.36.065 Meetings.**

The Human Services Commission shall meet regularly once per month at a time and place in the city to be determined by the commission. Meetings falling upon legal holidays of the city shall not be scheduled. (Ord. 1670 § 3, 2005)

**2.36.070 Powers and duties.**

The human services commission shall have the following duties:

- A. To advise the council on all matters relating to social conditions within the city;
- B. To assess and report to the council the social needs of the citizenry;
- C. To advise the department of recreation and human services on policy and program direction for meeting such needs and making appropriate recommendations to the council in this regard;
- D. To assist the council and the department of recreation and human services in developing and marshalling the human services necessary to accomplish the duties set forth in this section; and
- E. To help generate citizen participation and input with respect to those issues affecting the community which have a social or human dimension. (Ord. 1574 § 1 (part), 1999; prior code § 11-4.07)

**2.36.080 Additional duties.**

The human services commission shall not be limited to those duties specifically set forth in this chapter but shall do all things necessary to identify the role and responsibility of the city in relation to social conditions, needs and aspirations within the city and to assist in the assumption of such role and the discharge of such responsibility by the city. In so doing, the commission shall work with and seek the cooperation of individuals and public and private entities in bringing to bear the human services of the community for such purposes.

Upon a request from the commission, city staff personnel may provide the commission with official information relating to commission responsibilities, which information is readily available and not exempt from disclosure pursuant to the Public Records Act of the state and the rulings of the city attorney. (Ord. 1574 § 1 (part), 1999; prior code § 11-4.08)

**2.36.090 Ex officio member.**

To aid and assist the human services commission in its deliberations, the director of recreation and human services, or his designated representative, shall serve as an ex officio member of the commission and shall have no voting power. (Ord. 1574 § 1 (part), 1999; prior code § 11-4.09)

**2.36.100 Secretary and minutes.**

A. The director of recreation and human services, or his designee, shall serve as secretary to the human services commission and to any of its committees, and accurate minutes of the activities of the commission shall be maintained by the secretary. Minutes shall include the following subject matter:

1. The time and place of each meeting of the commission;
2. The names of the commissioners present;
3. All official acts of the commission;
4. The votes given by the commissioners, except when the action is unanimous; and
5. A summary of all proceedings before the commission.

B. All minutes shall be reduced to writing and shall be presented to the commission at the earliest reasonable time for approval, amendment, or correction. The minutes, or true copies thereof, shall be open to public inspection. Copies of the minutes shall be furnished to the council, members of the commission, and any other public official requiring them. (Ord. 1574 § 1 (part), 1999; prior code § 11-4.10)

**2.36.110 Compensation.**

Members of the Human Services Commission shall be compensated in an amount as established by resolution of the Council. (Ord. 1670 § 4, 2005; Ord. 1574 § 1 (part), 1999; prior code § 11-4.11)