



# PERSONNEL BOARD APPLICATION FORM

(Council Appointed Seat Only – see page 2)

DATE: \_\_\_\_\_

Check one: **New Appointment**

**Re-Appointment**

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

MUST BE REGISTERED TO VOTE IN THE CITY OF RICHMOND FOR AT LEAST THREE YEARS: Yes \_\_\_ No\_\_\_

OCCUPATION: \_\_\_\_\_

HOW LONG HAVE YOU BEEN A RESIDENT OF THE CITY OF RICHMOND: \_\_\_\_\_

PLACE OF EMPLOYMENT: \_\_\_\_\_

REASONS FOR INTEREST IN APPOINTMENT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FRATERNAL AND/OR CIVIC ORGANIZATIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EDUCATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES (Minimum 5 – List Name, Address, Phone Number, and Email Address)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

I have read page 2 of this application (Article XIII, Sec. 6), and to the best of my knowledge the information provided is true and correct

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Deliver or Mail to:

City Clerk  
450 Civic Center Plaza  
Richmond, CA 94804

OR

Email to: [CityClerkDept@ci.richmond.ca.us](mailto:CityClerkDept@ci.richmond.ca.us)

For Office Use Only:

New Appointment:

Reappointment:

1st

2<sup>nd</sup>

3rd

## ARTICLE XIII

### Personnel Administration

#### Sec. 6. Creation of a Personnel Board:

(To read the entire Section 6, please refer to the Charter on the City's website – [www.ci.richmond.ca.us](http://www.ci.richmond.ca.us))

Members of the Board shall have been qualified electors of the City of Richmond for at least three years and shall be persons sympathetic to the principles of modern personnel administration. No person shall be appointed to said Board who holds any salaried public office or employment in the service of the City of Richmond, nor is a retired city employee, nor shall any member, while a member of the board or for a period of one year after he has ceased to be a member of the board, for any reason, be eligible for appointment to any salaried office or employment in the service of the city, or for appointment to any elective office in the City.

The members of this board shall serve without pay, and shall hold regular meetings monthly at such time and place as designated by the chairman of the Board. The Board, in addition, may hold such special meetings as the affairs of the Board may require. Such special meetings shall be held upon the call of the chairman or any two members of the Board. Three members shall constitute a quorum for the transaction of business, provided that all members of the Board shall have been officially notified under the rules established by said Board for such notification.

(Added at election May 13, 1975, and amended at election November 6, 1984) The unexcused absence of any member of the Personnel Board from more than three regularly scheduled meetings of the Board within any twelve-consecutive-months period shall constitute an automatic resignation from the Board. Such a resignation shall not, however, disqualify an individual from subsequently being appointed to the same or any other City board or commission.