

# CITY OF OAKLAND



CITY HALL · ONE FRANK H. OGAWA PLAZA · OAKLAND, CALIFORNIA 94612

Office of the City Clerk  
LATONDA SIMMONS  
City Clerk and Clerk of the Council

(510) 238-3611  
FAX (510) 238-6699  
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To Whom It May Concern:

On behalf of the City of Oakland and the Oakland City Council, I wish to thank you for your interest in the City's Boards and Commissions. Your wish to serve and to aid our community is valued and appreciated.

The City of Oakland has twenty-nine Boards and Commissions that play a vital role in our city's government. The Boards and Commissions serve in an advisory capacity to the Oakland City Council with regard to policy-making decisions, represent the City's interest in various realms outside of the City's government structure, and most importantly, serve as an arena in which the citizens of Oakland can bring issues of concern to the attention of the general public and the City Council.

The requirements for participating on a board or commission may vary according to local, State, and Federal mandate. To get detailed information about a particular board or commission's vacancy and eligibility requirements, contact the appropriate staff person (see attached list).

Upon meeting the qualifications of participating on a particular board or commission, the following process will be followed:

1. You must submit a letter of interest, a current resume, and an application, which is available in the Office of the Mayor (also available in the Office of the City Clerk) to Bouapha Toommaly ATTN: Boards and Commissions Special Assistant to the Mayor. 1 Frank Ogawa Plaza, 3rd Floor, Oakland, CA 94612. You may also submit these documents to your Councilmember.
2. Upon receipt by the Office of the Mayor, your documents will be reviewed and, if selected, submitted to the City Council in a Letter of Intent to nominate.
3. If the intent to nominate is approved, your name will be submitted at the following City Council meeting in a Letter of Nomination for a formal vote and resolution.
4. If passed by the City Council, you will be notified by the Office of the City Clerk and officially sworn in at the next City Council meeting.

Once again, I thank you for your interest in serving the Oakland community.

Sincerely,

LATONDA SIMMONS  
City Clerk and Clerk of the Council

CITY OF OAKLAND BOARDS AND COMMISSIONS  
APPLICATION PACKET

OFFICE OF THE CITY CLERK  
One Frank Ogawa Plaza, 2<sup>ND</sup> Floor  
Oakland, CA 94612  
(510) 238-6913

*City of Oakland Mission Statement: The City of Oakland is committed to the delivery of effective, courteous, and responsible service. Citizens and employees are treated with fairness, dignity and respect. Civic and employee pride are accomplished through constant pursuit of excellence and a workforce that values and reflects the diversity of the Oakland community.*

REQUIREMENTS /RESPONSIBILITIES FOR CITY OF OAKLAND BOARD AND  
COMMISSION MEMBERSHIP

1. Commitment to the purpose of the City of Oakland's Boards and Commissions
2. Attendance at commission meetings, and at subcommittee meetings
3. Participation in all board and commission hearings, planning sessions and retreats, and in-service training
4. Performance of the duties of commissioner as described in the Bylaws (see specific Bylaws for each board or commission)
5. Complete Conflict of Interest Form, if applicable
6. Swearing in, and signing of the Oath of Office

# CITY OF OAKLAND BOARDS AND COMMISSIONS APPLICATION



Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Employment: \_\_\_\_\_

Employer: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Board or Commission you wish to serve on: \_\_\_\_\_

Why do you wish to serve as a member of the Board/Commission? \_\_\_\_\_

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

What experience do you have in this topic area? \_\_\_\_\_

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

Experience serving on Boards and/or Commissions: \_\_\_\_\_

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

Approximate hours available per month to spend on Board/Commission activities: \_\_\_\_\_

Organizational Memberships: \_\_\_\_\_

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

Volunteer Activities: \_\_\_\_\_

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

Please list two references with telephone numbers: \_\_\_\_\_

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_