

**TOWN OF CORTE MADERA  
APPLICATION  
FOR APPOINTMENT TO BOARDS, COMMISSIONS AND COMMITTEES**

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

ADDRESS: (Home) \_\_\_\_\_ PHONE: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: (Business) \_\_\_\_\_ PHONE: \_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BOARD, COMMITTEE OR COMMISSION DESIRED: \_\_\_\_\_

STATEMENT OF INTEREST AND/OR QUALIFICATIONS:

STATEMENT OF KNOWLEDGE OF CORTE MADERA AND ANY PAST/PRESENT COMMUNITY INVOLVEMENT:

PERSONAL INFORMATION (How long have you lived in Corte Madera, family size, etc.)

If you are not selected at this time, may we keep your application on file for future consideration?

YES: \_\_\_\_\_ NO: \_\_\_\_\_

**MAIL OR DELIVER TO: Lorena Barrera Town Clerk/240 Tamal Vista Blvd., Suite 110, Corte Madera 94925  
OR EMAIL TO: [lbarrera@tcmmail.org](mailto:lbarrera@tcmmail.org)**

## **Town Requirements for Serving on a Corte Madera Advisory Board or Committee**

This memorandum briefly sets out the requirements and expectations of the Town for those who sit on the Town’s advisory boards and committees. For ease of reading, we refer to all these bodies as “board”.

### **I. Appointment**

The Town Council appoints volunteers to serve on the Town’s boards.

### **II. Qualifications**

Each appointee must be a qualified registered elector of the Town, unless otherwise specified in the Municipal Code.<sup>1</sup> As such, the Town expects board members to physically reside in the Town for no less 240 days per year.

### **III. Term, Tenure, Removal, and Resignation**

Each board member is appointed for a two-year term but continues to serve until their successor is appointed. If a member is appointed to fill a vacancy, the member serves for the unexpired term of the original appointment.<sup>2</sup>

Board members serve at the pleasure of the Town Council and may be removed at any time upon a vote of four members.<sup>3</sup>

Any Board member who wishes to resign prior to the end of their term must do so in writing to the staff member assigned to the board.

### **IV. Compensation/Expense Reimbursement**

Board members do not receive compensation. Board members may receive reimbursement for necessary travel and other expenses if Council authorizes such expenditures in advance.<sup>4</sup> Reimbursement is subject to the reimbursement policy set forth in Resolution No. 3435.

### **V. Obligations of Board Members**

#### **A. Duty of Loyalty**

---

<sup>1</sup> Corte Madera, Cal. Municipal Code (hereafter, “CMMC”) § 2.06.020 (Permitting that “one seat on the Flood Control Board may be filled by a person who is not an elector of the town but who is a representative of local businesses and one seat on the park and recreation commission may be filled by a resident of the town under the age of eighteen to be a voting member of the Parks and Recreation Commission. An unlimited number of seats of any youth advisory board may be filled by residents of the town under the age of eighteen.”).

<sup>2</sup> CMMC § 2.06.050.

<sup>3</sup> CMMC § 2.06.050.

<sup>4</sup> CMMC § 2.06.050.

Board members have a duty of loyalty and must carry out their duties in a manner that serves the Town's interests, and not their own personal interests. Board members must comport themselves in a manner consistent with the public trust.

**B. Attendance**

Attending meetings is a fundamental part of a board member's duties. The Town expects board members to attend board meetings in person, subject to the exceptions permitted by state law, and to be absent for no more than four (4) meetings per year. The Town expects board members to review relevant reports and documents prior to meetings.

**C. Role of Board Members**

Advisory boards serve to provide advice and recommendations to the Council on the subject area of the board. The advisory board adopts a recommendation, which is provided to the Council. Individual board members may not speak on behalf of the advisory board or the Town. Advisory board members understand that while the board makes a recommendation to Council, the Council, which must view each issue with a broader lens, may not adopt the board recommendation.

**D. Legal and Ethical Compliance**

Board members are expected to comply with all relevant state and local laws, including the Ralph M. Brown Act (Govt. Code § 54950 *et seq.*), the California Public Records Act (Govt. Code § 7020.000 *et seq.*), and applicable ethical provisions. Staff are available to assist board members with questions regarding these laws. All Board members are expected to attend the AB 1234 ethics training during their first term of service on a Town board and, at least once every four years thereafter.

**E. Town Email**

All Board members must use their Town email address for Town business. Communications of a board member by personal email or mobile phone may be subject to disclosure under the Public Records Act.