



**Application for Appointment  
Board, Commission, Committee**

Economic Development  Park  Planning & Zoning  Police

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

Address/Zip Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Why do you wish to serve on this Board? \_\_\_\_\_

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

Current Occupation/Place of Employment: \_\_\_\_\_

Past Occupations: \_\_\_\_\_

\_\_\_\_\_

Have you ever served on a Board or Commission? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, specify: \_\_\_\_\_

\_\_\_\_\_

Special areas of interest not reflected in background: \_\_\_\_\_

\_\_\_\_\_

***My signature below reflects that I have read and understood the duties and responsibilities of serving on this board as stated on the reverse side of this application and will fulfill these duties to the best of my ability:***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please attach a brief resume and return to City Hall***

**OFFICE USE ONLY**  
Date Appointed \_\_\_\_\_ Term to Expire \_\_\_\_\_

## Board Member Duties and Responsibilities

Board members must:

1. Live in, own a business or be employed in the 65686 zip code, except – Planning & Zoning Commission members **must** reside within the city limits.
2. Be prompt and punctual at all meetings.
3. Notify the City Clerk of a meeting absence within 24 hours of the meeting start time.
4. If absent from three (3) meetings in a calendar year, board member may be removed from the board and must request reinstatement.
5. Be professional and act accordingly in each meeting.
6. Respect the comments and views of fellow board members.
7. Not bring personal agendas to the meetings.
8. Be willing to volunteer for work groups or sub-committees.