

## City of Fayetteville Application Form For Appointment to Boards, Commissions and Committees

The City Council has adopted a “policies and procedures” statement in order to:

1. Provide a broad cross-section of qualified individuals for service on the appointed bodies.
2. Provide an opportunity for participation in city affairs by interested citizens.
3. Provide a means for full City Council involvement.

Applications for appointments come from two principle sources:

1. Advertisements for open positions are run on the Fayetteville Government Channel Cox Channel 216 & AT&T Channel 99.
2. City Council members, city staff members, interested organizations and individuals who know of qualified persons often encourage them to apply for appointment.

Upon receipt of the completed application form, the City Clerk office forwards a copy of the application to the City Council Nominating Committee.

The City Council Nominating Committee then sets a time for personal interviews, conducts the interviews and makes a recommendation for each appointment. The City Council makes the final selection in open session, for most boards. Some appointments are made by the Mayor or the board members.

If you are applying for the Advertising & Promotion Commission, City Board of Health, Historic District Commission, Housing Authority Board, or Library Board, you may or may not be called for an interview. According to state statutes, these selections are made by other individuals or groups other than the Nominating Committee.

**The qualifications for serving on a city board, committee or commission was revised and adopted October 4, 2011, Ordinance No. 5446.**

The following criteria shall be considered in making appointments. However, differences in appointive bodies, the relative importance assigned to various criteria will vary with different appointments. For example, the Planning Commission appointments should emphasize experience and expertise in the subject matter.

1. Expertise, experience and interest in the subject matter.
2. Attendance at a meeting of the committee is recommended prior to application. Meeting times and locations for board and committees can be accessed at the following link <http://www.fayetteville-ar.gov/494/Boards-Committees-Commissions>
3. Balance of appointive body.
4. You must be a registered voter residing in the corporate limits of Fayetteville. **Moving your residence from the corporate limits of Fayetteville constitutes resignation of committee membership. Public Facilities Board appointees do not have to be citizens of Fayetteville according to State Statute 14-137-108**
5. Any citizen volunteer member of any City board, commission or committee who fails to attend at least 70% of all meetings of that committee within a twelve month period of service shall be deemed to have resigned from the board, commission or committee and that person's position shall be deemed vacant.
6. Willingness to serve.
7. Specific criteria as established in the ordinance or resolution establishing such board or commission.

Any person who has served two consecutive full terms on any citizen board, commission or committee is not eligible for re-appointment to the same group until one term of office has expired, unless there are an insufficient number of qualified applications to fill all vacancies.

Applicants applying for the Civil Service Commission must be a resident of the city for at least three years immediately preceding their appointment. (State Statute §14-51-202). Commission meetings generally are held during normal business hours 8:00 a.m. to 5:00 pm.

The term limits for the Public Library Board of Trustees follow Arkansas law governing municipal library operation. (State Statute §13-2-502)

When vacancies on the Planning Commission occur because of resignation or term expiration, the applicant shall follow the following procedure:

Applicants shall disclose all real estate holdings in Fayetteville and the Fayetteville planning area, and any business or financial interest which could affect, or be affected by, decisions of the Planning Commission. (City Code Sec. 33.110)

***All information submitted on this application is subject to the  
Freedom of Information Act and will be released if requested.***

**City of Fayetteville Application Form  
For appointment to City Boards, Commissions, and Committees**

Name \_\_\_\_\_ Employer Name/ Occupation \_\_\_\_\_

Resident Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home phone # \_\_\_\_\_ Business phone \_\_\_\_\_ Email Address \_\_\_\_\_

Choice of Committee \_\_\_\_\_ Position \_\_\_\_\_ City of Fayetteville Length of Residency \_\_\_\_\_

Are you a Fayetteville registered voter? Yes  No

1. What are your qualifications for serving on this committee, including education and expertise in the subject matter?  
\_\_\_\_\_  
\_\_\_\_\_

2. Why would you like to be considered for appointment to this committee?  
\_\_\_\_\_  
\_\_\_\_\_

**References:**

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

How did you hear about the opening(s)? NWA Democrat Gazette  Facebook  Fayetteville-ar.gov   
Government Channel  Chamber of Commerce  Other  \_\_\_\_\_

**State statute §21-8-701 (a) requires the following persons shall file a written Statement of Financial Interest The Statement of Financial Interest for the previous calendar year shall be filed by January 31<sup>st</sup> of each year by the following boards or commissions: Advertising and Promotion Commission, Airport Board, Civil Service Commission, Planning Commission, Research Park Authority Board, Utility Board, or Water or Sewer Board.**

**If you are applying for the Planning Commission you must also complete and submit a Real Estate Holdings Form which may be obtained on our website at [www.fayetteville-ar.gov](http://www.fayetteville-ar.gov)**

**If you have any questions you may contact the City Clerk office at 479-575-8323 or by email [cityclerk@fayetteville-ar.gov](mailto:cityclerk@fayetteville-ar.gov)**

**Office Use Only:**  
Term Begins: \_\_\_\_\_ Appointed: \_\_\_\_\_  
Term Expires: \_\_\_\_\_ Replaced: \_\_\_\_\_  
Terminated: \_\_\_\_\_ Resigned: \_\_\_\_\_

## **POSSIBLE QUESTIONS FOR CANDIDATES FOR BOARDS, COMMISSIONS, and COMMITTEES**

1. Have you applied to be on this board, commission, or committee in the past, or are you currently on it? Why do you want to be on this committee or why do you want to be reappointed?
2. What are your qualifications? What do you think makes you the best candidate?
3. Have you attended the committee meetings in the past? If you have served on the committee, what did you enjoy the most about serving?
4. Do you understand the time commitment if selected and do you have time to commit to the committee? If you have served on the committee, did you attend regularly?
5. If you are appointed, what changes or improvements would you like to see? What do you hope to contribute and how would you work to see those changes, improvements, or ideas implemented?
6. How has your experience (job, volunteer work, interests) prepared you for future issues on which this committee will be working?
7. What is the description of this committee?
8. When does this committee meet?
9. Do you understand the role of this advisory committee?
10. Do you have any questions for us?

**Just as all committee meetings of the city are recorded and aired on the Government Channel, each of the interviews as well as the deliberations for assignment, will be recorded and aired on the Government Channel.**